

“Our Mission: Friendlier, Faster and Cleaner than our competition”

Circle K Management LLC * Payless Fuel Centers of Texas LLC * Lone Star Property Management LP * St George & AVA TGI * St Mary & AVA Mena Inc * Riverside Fuel & Food LLC * S&M Fast Food * Chicken & Fish Depot LLC
* North Texas Taco Casa

General Operations Policy's (V5 updated 3/1/2022)

1. Our probationary period for team members is 6 months from date of hire. **Job offers are made contingent upon passing a background check. You may begin working pending background completion.**
2. **No** cell phone usage or visibility unless you are on your break/lunch. Leadership is an exception.
3. Team Members must be in full uniform (shirt, name tag, pant).
4. Once the schedule is posted you must work your scheduled shift. Any changes to the posted schedule must be approved by store leadership. 6 (six) hours advance notice is required for missing a shift OR a doctors notice. **No Call – No Show is grounds for voluntary termination.** Full-time team members must **maintain** open availability.
5. The location will never be shut down early without the authorization of the corporate office.
6. All team members are responsible for their cash drawer and balancing daily according to the shift report. Cashiers are responsible for accurate transactions and tender handling including refunds, voids, post voids, payouts, lottery, lotto, tenders, counterfeit bills, and employee purchases.
7. Cash in the drawer **MUST** never exceed \$.00. Every \$100 over that amount must be dropped. Bills over \$20 must be verified as authentic and kept under the drawer unless approved by the manager. Money order sales must never exceed \$500 to any person in one or more transactions in one day
8. **Team Member purchases must have a receipt attached to the product for the duration of the shift. The receipt must be initialed by the Manager on Duty.** Any item being consumed or taken out of the location must have a receipt attached. **No Team Member may ring up their own purchases unless they are the only cashier.** .
9. All products must be accounted for and paid for prior to consumption. There are no free/discounted products with the exception of our drink/lunch policy.
10. Drink Policy: While working team members are allowed to receive free fountain soft drinks or hot coffee products that are dispensed into a **small** cup. This does not apply to closed container beverages.
11. Lunch Policy: While working a scheduled shift and on their Lunch Break team members are allowed to purchase one personal meal at ½ price at any Payless/CK Convenience Store owned restaurant. It is necessary for each team member to have their meal rang individually and attach a copy of the initialed (cahier and team member) receipt to the shift report form. Meals must never be rung up at the drive through window. The maximum allowed transaction is \$12.00 discounted to \$6.00. Team Members must punch out for lunch periods
12. Break Policy: 2(two) breaks are required for an 8 hour shift. If you smoke it must be on lunch or a break.
13. Non-team member discounts: The only approved discounts are for Police in uniform. Any drink from the fountain (soda/coffee) is free.
14. Employee parking or smoking is never to take place in the front of the store. See your Manager for employee parking/smoking- area. Our mission: Friendlier, Faster and Cleaner that the Competition!
15. Background, TABC Certification and all paperwork **MUST** be completed before running a register!

FAILURE TO COMPLY WITH ALL POLICIES AND PROCEDURES WILL RESULT IN DISIPLINARY ACTION UP TO AND INCLUDING IMMEDIATE TERMINATION.

I have reviewed and received a copy of this Employee Policy on Date: _____

Team Member Print Name: _____ Signature: _____

Witness/Manager Print Name: _____ Signature: _____