



# Eel River Beach Club

## Summer Employment Letter of Expectations

---

Name:

Position: Pop Shop

Year:

---

### Responsibilities of the job include:

- Must be available to work on the week prior to the Club opening, and up to and including Labor Day to close the Pop Shop.
- Each Pop Shop employee will be required to work at least one day prior to Club opening to prepare the Pop Shop for the season and on Labor Day to close the Pop Shop. Employees who are departing for college are exempted, but must inform the Pop Shop Manager of the return date on the Pop Shop Employment Availability form.
- Must attend a mandatory meeting prior to opening.
- Schedules are prepared for two week time periods; any changes to schedules must be submitted in writing to the Pop Shop Manager for approval.
- Every employee is responsible for his/her schedule, including finding replacements for shift coverage.
- Arrive to work on time, complete all shift tasks and be willing to do whatever is asked.  
TIP: Employees should eat prior to starting a shift.
- Only scheduled Pop Shop employees are allowed in the Pop Shop. Use rear entrance at all times.
- Required to contact the Pop Shop Manager directly if sick, **after** having contacted your shift replacement.
- Every employee is expected to provide prompt and courteous service and is responsible for learning each aspect of the Pop Shop operation: cleaning, cooking, cash register operation and all required shift tasks. Additionally Pop Shop employees are required to maintain covered area adjacent to Pop Shop by keeping tables clean and free of debris.
- Employee discounts are a privilege of ERBC employees only; these are not to be shared with family or friends at any time.
- Abuse of this privilege will result in its loss.
- As part of ERBC employment, all Pop Shop employees are responsible for cleaning areas as designated by Manager.
- Understand Cell Phone Policy: Safety is the number one concern of our club and we hope to minimize distractions.
- Cell phones should be placed in the Managers office prior to shift start. Cell phones may be used during lunch and authorized breaks only. Employees who do not adhere to Cell Phone Policy may be subject to disciplinary action or termination.

### PLEASE NOTE:

- First year employees shall be scheduled on an as-needed basis. Substitute employees are not guaranteed hours.
- All employees are expected to work through Labor Day weekend, unless they have an educational commitment.
- All employees 14-17 years old must provide a current work permit.
- All employees of the Eel River Beach Club are employees at will. Nothing contained in this offer of employment or any other document provided to you is intended to be, nor should it be, construed as a guarantee that employment, compensation, or any other benefit will be continued for any period of time.

Endorsement: I have read and agree to the terms contained within and I accept the offer.

Signature \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

4/16/2021