

	RESOURCE LIBRARY - LAUNDRY Task: Shift Timings	CODE: 03.06.036
		EDIT/ON: 1
		PAGE 1 of 1

OBJECTIVE: To ensure all team members are accounted for during their duty timings and that they are dressed to the correct standards.

PROCEDURE:

What	How	Why
1. Working Hours	Are as per shift timings & any other timings required by business needs. Every team member shall work 8 hours per day exclusive of 1hour meal period, a total of 9 hours.	The service industry operates 24 hours a day
2. Reporting on duty	All team members must: <ul style="list-style-type: none"> - Report on time - Dressed in uniform - Clean shaven - With no body-odor Lateness is not tolerated and the start time is as per the schedule.	For work to start on time
3. Break timings	Timings should not be exceeded, and no extra breaks should be taken. The timings for breaks are to be coordinated with your Supervisor.	To avoid confusion
4. Signing Procedures	All team members must sign in at the start of the shift, and at the end of the shift. All keys must also be signed for.	For security, follow up and in case of emergencies.
5. Weekly Schedule	Working days and hours will be displayed here. No set days off will be given and will vary according to business requirements.	Flexibility