



OPERATIONS

1. Staffing and Regulations
2. Discounts
3. Opening
4. Closing
5. Dress Code



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Staffing and Regulations	Ops-1	SEC	
		SLC	
		Revision Date	

Policy

SAITSA recognizes the need for all retail operations to be staffed by trained personnel.

Procedure

1. Only a qualified staff member will open and/or close any retail operations.
2. All retail staff will be trained to operate the cash register.
3. All retail staff will be shown how stock all areas.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Discounts	Ops-2	SEC	
		SLC	
		Revision Date	

Policy

SAITSA recognizes that staff members are entitled to a discount at SAITSA Operations.

Procedure

1. SenSations and SenSations Express will offer a 25% discount to SAITSA staff.
2. Safewalkers may receive a 25% discount while on shift, and must provide their Safewalk ID and the time of purchase.
3. Discounts will not be offered on transit passes.
4. The Operations Manager and the Assistant Operations Manager reserve the right to limit staff discounts.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Opening	Ops-3	SEC	
		SLC	
		Revision Date	

Policy

SAITSA recognizes the need for consistent controlled procedures to be in place with respect to the opening of all retail operations.

Procedure

1. All retail operations will open at their designated times, unless otherwise specified.
2. Staff will ensure that morning products (such as coffee) are readily available at the time of opening.
3. This procedure has been omitted for safety reasons.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Closing	Ops-1	SEC	
		SLC	
		Revision Date	

Policy

SAITSA recognizes the need for consistent controlled procedures to be in place with respect to the closing of all retail operations.

Procedure

1. All retail operations will close at their designated times, unless otherwise specified.
2. All equipment (such as Slurpee machines, etc.) shall be turned off.
3. The alarm must be set at the time of closing and all doors must be locked.
4. This procedure has been omitted for safety reasons.
5. This procedure has been omitted for safety reasons.
6. The Operations Manager will change the alarm codes as they or the General Manager deem necessary.
7. This procedure has been omitted for safety reasons.
8. This procedure has been omitted for safety reasons.
9. Deposits must be counted on a daily basis and deposited a minimum of every two days.



SAIT Students' Association Policies and Procedures

Subject	Policy #	Approved by	Approval Date
Dress Code	Ops-1	SEC	
		SLC	
		Revision Date	

Policy

SAITSA recognizes the need for operations staff to wear a common uniform while on duty.

Procedure

1. Sweat/track pants, ripped jeans, cut-offs and open-toed shoes are not acceptable attire while on duty.
2. Any staff member dressed inappropriately will not be allowed to start work until they meet the dress code requirements.
3. The Manager on duty shall have the final say on what apparel is appropriate while on duty.