



!!MUST READ!!

Please read this in its entirety so that you are familiar with how things work here on the Travel Remodel Team.

Emails are our #1 source of communication BUT an email after normal business hours or on the weekends may not be seen/answered in a timely manner.. If you email/text and don't get a response... next step is to CALL...

We suggest checking emails AT LEAST Twice daily (Morning/Night) to ensure you don't miss important information such as but not limited to schedules, travel, changes, policies, announcements, deadlines etc. Every person is responsible for communicating on their own behalf (even if married)

First things first.... VERY IMPORTANT: We book travel 2 weeks in advance to ensure we find available flights at the best possible price. If you are just joining our team, know even though we will do our best to get you out ASAP, there may be a delay (up to 2 weeks) depending on whether we can find flights or not.

Prior to going on a project, you will receive schedule/project details and any travel related details (flight, rental car, hotel as it applies) by EOD Wednesday week prior and carpooling details by Friday morning after travel has been sent. You will also be given the name and contact information of the Lead Merchandiser who will be overseeing the project and the assigned Elite. The lead will be your liaison while you are on a project and who you will contact in case you have any issues or questions. Although each lead may differ in the way they lead their team, there are basic policies & procedures that will remain the same throughout.

This is not the time to let us know you are not available. Please reference the "TIME OFF" portion of this document below.

We scheduled as needed, where needed, when needed unless you have properly requested time off.

Any situation that occurs during the work period should be brought to the lead's attention first. If the situation is not resolved, please contact the Elite Lead and then the Supervisor if needed. We can't fix what we don't know about!!



Also, while on the job site and if you smoke (including but not limited to vaping), only smoke in the areas that Whole Foods designates where you can smoke. Always be courteous to others and always properly disposed of your cigarette butts when done. Please be respectful.

RENTAL CARS or ANYWHERE INSIDE HOTELS/STORES ARE NOT DESIGNATED SMOKING AREAS!



*No FOOD/DRINKS or BAGS allowed on the sales floor. Please eat in designated areas and we suggest you leave your bags at the hotel or in the rental car.

We are not responsible for lost or stolen bags/property.



*At the end of every shift, the entire team should make sure that the job site is clear of trash on the floor and everything back in its original place. If going on break, make sure you do not have clutter sitting around the floor that could be a hazard to someone walking by. In fact, always make sure nothing is sitting out in the aisle that someone could injure themselves all. Safety is always first! For you as well as the customers. ALWAYS be courteous to store customers and personnel. They are always to be treated as they are the boss.

Know someone that will make a GREAT team member:

A few mandatory qualifications:

- MUST be Reliable.
- MUST have a state issued REAL ID compliant DL or ID or valid passport
- MUST be Dependable.
- MUST have personal reliable transportation.
- MUST be able to work both locally up to 6 hours (when needed) and able to flight travel (as needed)
- MUST have valid Driver's License
- MUST be at least 18 yrs. old.
- MUST be a team player.
- MUST live within 1 hr. of MAJOR airport.

If they do not have **all the above qualifications**, please do not refer them as we will not be hiring anyone that does not qualify.

What do you need to do? Have the QUALIFIED person, EMAIL me their resume (with full address included) to jmccallum@sasretailservices.com

They MUST also follow directions above and below and we must be hiring in their area to be considered:

COPY & PASTE THESE QUESTIONS WITH ANSWERS:

- Do you have Reliable Transportation?
- Do you have a compliant REAL ID or valid passport for traveling purposes?
- Do you have a VALID Driver's License?
- Can you work locally driving yourself (within 6 hours)?
- Can you travel by flight when needed?
- Are you at least 18 years old?
- What Major Airport are you within 1 hour of?
- Are you a reliable, dependable team player?
- For what reasons are you interested in joining the travel team?
- Do you have a working cell phone so that we can reach you when needed (especially when meeting up with carpools at airports)?

I will not respond to individuals that do not follow directions!

If someone is a CURRENT employee with any other manager or program for SAS, Advantage or Daymon, THEY MUST reach out to their current Supervisor and have THAT SUPERVISOR reach out to me FIRST if they wish to transfer.



NO CELL PHONES ON THE SALES FLOOR

If you MUST take/make an EMERGENCY call/text.. Please inform your lead and walk off the floor.

THIS MEANS BUT NOT LIMITED TO: NO FACETIME, NO SOCIAL MEDIA, NO SNAPCHAT, or MUSIC PLAYING ETC. WHILE ONE THE SALES FLOOR!



Breaks are IMPORTANT. This gives us time to rest and re-charge.

You are allowed and expected to take (during a normal workday):

TWO 15-minute PAID scheduled breaks & ONE 30-minute UNPAID scheduled lunch.

You are expected to clock out for your lunch break, and you are expected to return from ALL BREAKS ON TIME. Returning from break late is considered tardy and will be noted as an attendance infraction on your attendance record.

Your break is your time.. SNAPCHAT, FACETIME, ECT. AWAY until it is time to return from break 😊