

BAGAZINES MEDIA

Job Descriptions & Responsibilities

Shift Manager

Shift Managers are employed to supervise the Shift Associates. Their responsibilities include treating customers in a professional & friendly manner, answering any questions, adhering to the appointed schedule by making sure that all employees are there at the right time, ensuring that all Bagazine Media staff provides a positive reflection of all clients, & oversees the Retail Marketing Unit (RMU) to keep the area clean, organized, etc. The Shift Manager is a very important role for Bagazines Media. Another major responsibility of the Shift Manager is to make sure that the daily & weekly distribution requirements amount of Bagazines. The Shift Manager should also try to instill a team environment and make sure that everyone is cooperating with each other and that there are no problems in the workplace. Lastly, the Shift Manager must adhere to the general rules for their kiosk and also ensure that the associates are following rules & guidelines.

Shift Associates

Shift Associates primary goals are to distribute the pre-determined allotment of Bagazines everyday and to make sure that the goals of their kiosk are being met. Also, the associates must act in a professional & friendly manner not only to our customers but to fellow employees as well. Associates are expected to be able to answer questions in a professional manner and to show up at the appointed time on their schedule. The following General Rules & Regulations must be adhered during all work hours. (see below)

Bagazines Media General Kiosk Rules and Regulations

1. As previously stated, all employees must act in a professional manner not only to our customers but to fellow employees as well.
2. Employees must show up on time. You must call a Shift Manager to notify them that you will be late if there is an emergency or reason that you will be late.
3. There is a three strike rule on approved latency.
 - First time you receive a verbal warning stating not to be late again.
 - Second time you receive a written warning stating that the next time that you are late you will be terminated.
 - Third time results in employment termination.

4. No call/no shows will result in immediate termination. There is no reason that any employee cannot call and notify a Shift Manager that they are not going to be able to work or that they will be late.
5. The Kiosk goals must be met everyday. As previously, stated it is everyone's responsibility to make sure that the daily goals are met.
6. No horseplay or irresponsible actions at the kiosk or in the general work place.
7. Take all breaks and lunches only during scheduled times with prompt/timely return. (Tardiness from breaks and lunches will be disciplined as in #3.)
8. Any fighting or verbal altercations will not be tolerated. Everyone is expected to respect each other and act professionally.
9. All Associates and Managers are to follow the designated dress code & have a clean, professional appearance. (**Uniform to be defined at a later date.**)
10. Stay in your appointed area unless you are on a break or lunch.
 1. Sexual harassment toward any employee in Bagazines Media will absolutely not be tolerated.
 - This includes any fraternization with other employees, inappropriate physical interaction, also any verbal or insinuated harassment will not be tolerated. We absolutely respect our employees and each other. This is a positive team environment and it is everyone's right to feel accepted and comfortable in their work place environment.
 - Bagazines Media is an equal opportunity employer.