

# **In-store Service - Orientation Checklist**

Employee Name : \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

## **Key Items**

- Hours of work/schedule
- Mandatory lunch break – after 5 consecutive hours of work
- Dress code...company shirt (Personal Protective Equipment see below)
- Seasonal In-Store Service Employee Handbook revised & employee sign off completed. View current copy of Handbook on the Jeffery's website.
- Attendance – imperative to call your supervisor prior to your start time if going to be late or absent from work.

## **Covid-19 Procedures**

- View Home Depot/Jeffery's Covid-19 Safety Procedures Presentation
- Review Electronic Sign in Procedures
- Review Jeffery's Spring, 2021 Covid Safety Memo
- Covid-19 Record of Training Form Submitted.

## **Jeffery's Greenhouses Website Reviewed**

- Registration request
- Delivery Schedule Lookup and Store Notes
- Email my supervisor from the store
- Cull Sheet Form
- Empty Racks to be Picked Up form
- KM/Travel Reimbursement form
- Hours Worked Submission
- Secure Document Transfer (for forms with personal information such as SIN#, Driver's License, or Bank Information)
- Location of Employment Forms and Health & Safety Forms and material

## **Payroll and Submitting Hours Worked**

- Submit hours worked daily via Time Sheet link on Jeffery's website (enter First and Last Name and your password – **first name and last 2 digits of year of birth, all lower case and no spaces**)
- Pay – processed on biweekly on Tuesday of pay week and transferred into bank account on Thursday morning.
- Pay Stubs – emailed out on Thursday of pay day (biweekly). Password protected (first name and last 2 digits of year of birth, all lower case and no spaces)
- Payroll questions – direct to Jeffery's office Human Resources
  - ❖ 1-800-472-2294 ext. 228 or
  - ❖ allisonb@jefferysgreenhouses.com
- Change of Personal Information Form – submitted to HR through the Secure Document Transfer on Jeffery's website

## **Safety and First Aid**

- Health & Safety section in Employee handbook – please read through
- All accidents/incidents must be reported to your supervisor and a "Personal Injury/Accident and Property Damage Report located on Jeffery's website filled out (secure transfer on website or Pronto form)
- Job Specific Hazards – Supervisor to review (Safety Tips and C-6 Workplace Hazard Risk Assessment)
- Unsafe Work Practices/Conditions – must be reported to the Home Depot store contact and to your supervisor
- First Aid Stations – know the location at each store
- Heat Stress – know the signs of heat stress; keep well hydrated during high temps (see Jeffery's website)
- Personal Protective Equipment – Steel-toed boots/shoes, hats, sunscreen, sunglasses/tinted safety glasses, garden gloves required.
- Fire Safety Plan – see Home Depot Fire Safety procedures including site/floor plan for evacuation
- Workplace Anti-Violence/Sexual Harassment/Harassment Policy– zero tolerance policy; must report immediately to your supervisor any incidents' and the "Workplace Harassment and/or Violence Incident Report" filled out and submitted. (copy of policy and form on the website)
- (10 Yr) Tetanus Booster suggested for anyone working with soil.
- Racks – Safe handling procedures (watch video/complete test)

**Accessibility for Ontarians with Disabilities**

- Accessibility Standard for Customer Service (view powerpoint and complete test)
- Integrated Accessibility Standards/Human Rights Code (read standard and pamphlet and complete test)
- Emergency Assistance – Complete the form if employee needs assistance during an emergency due to a disability (pdf on website)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_