

## TILL SHORTAGES

At the beginning of each shift (opening time) a new float will be issued. Before the till is used the float must be checked and the check sheet must be signed by the person checking the float to confirm it contains £340. If the float is incorrect, a manager must be informed **before** the till is used.

Any body who enters a till must take responsibility for the money within that till. It is the company's policy to reclaim any till shortages; the total discrepancy will be shared equally between anybody who enters that till. Deducted will normally be taken from wages on a weekly basis, one week in arrears.

To minimise shortages it is important that everybody adheres to these guidelines.

- ✓ Check your change
- ✓ Check notes are not stuck together
- ✓ Inform a supervisor or manager if you make a mistake immediately
- ✓ Only sign on to the till using your button
- ✓ Only use one till.
- ✓ Keep all PDQ slips together.
- ✓ Keep any tips in a marked glass at the back of the bar.
- ✓ Always key in the amount a customer gives you so the till works out the change, never just cash it off.

Persistent till shortages and the persistent receiving of forged notes are not acceptable and will be dealt with under the company's disciplinary procedure.

Should anybody have any queries with the above policies, or need any further till training they should speak to a member of the management before using any till.

I have read and understood the above statement and agree to accept the appointment under these terms.

A handwritten signature in black ink that reads "Kai Davies".

Signed:

Date: 03/02/2023

Name: Kai Davies