



## 2016 STAFF UNIFORMS ORDER FORM

**Name:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**\*\*See Back For Instructions\*\***

	<b>Cost</b>	<b>Quantity</b>
<b><u>Lifeguards:</u></b> (POS CODE = FFUNIFORM)		
One Piece Reversible Women's Swimsuit	\$40.00	_____
Size (circle): 28      30    32    34    36    38    40    42		
Men's Swimsuit (Board short)	\$25.00	_____
Size (circle): XS      S      M      L      XL		
Complimentary LG T-shirt	Free	_____
Size (circle): XS      S      M      L      XL      XXL		
LG T-shirt	\$5.00	_____
Size (circle): XS      S      M      L      XL      XXL		
LG Sweatshirt	\$12.00	_____
Size (circle): XS      S      M      L      XL      XXL		
<b><u>Fairfax Guards Only:</u></b>		
Two Piece Reversible Women's Swimsuit	\$40.00	_____
Size (circle): XS    S      M      L      XL		
<b><u>Instructional/Admissions/Concessions Staff</u></b>		
Complimentary Staff T-Shirt	Free	_____
Size (circle): XS      S      M      L      XL      XXL		
Staff T-Shirt	\$5.00	_____
Size (circle): XS      S      M      L      XL      XXL		
Long Sleeve T-shirts	\$8.00	_____
Size (circle): XS      S      M      L      XL      XXL		
<b><u>Management/Program Director Staff</u></b>		
Golf Shirt	\$16.00	_____
Size (circle): XS      S      M      L      XL      XXL		

Total Amount Due \$ \_\_\_\_\_

Front Desk Staff Initials: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

## Uniform Sales during Orientation

As Uniforms are Sold:

- 1) Employee picks up required pieces at appropriate Tables.
- 2) Employee fills in Quantity and Sizes selected.
- 3) Cashier Calculates Total Due
- 4) Cashier Places Cash / Check in Cash Box
- 5) Cashier writes Paid near total and initials
- 6) Cashier places completed form in folder provided.

At the conclusion of uniform sales:

- 7) Cashier counts out start change and places back in money bag.
- 8) Cashier counts total amount received (Deposit) and writes on Cash Report
- 9) Cashier places Deposit and Cash Report in an envelope.
- 10) Cashier gives folder with completed forms, deposit envelope, and gives to Front Desk / Program Supervisor

Following Business Day:

- 11) Front Desk Enters Sales into POS and Confirms Deposit Amount.
- 12) Front Desk Records their Initials and the Receipt # on the Order Form
- 13) Place Completed form in Appropriate Mailbox
  - a. Lifeguard Uniforms = Emmalee
  - b. All Other Uniforms = Julie.

## Uniform Sales after Orientation

- 1) Employee fills in quantity and sizes requested
- 2) Employee returns form to Program Supervisor
- 3) Program Supervisor Pulls Requested Uniform From Cage
- 4) Program Supervisor Leaves Completed Order Form with Uniform at Front Desk
- 5) Program Supervisor / Director Notifies Employee Uniform is Ready
- 6) Employee makes payment at Front Desk and is given uniform
- 7) Front Desk enters the sale into POS
- 8) Front Desk Records their Initials and the Receipt # on the Order Form
- 9) Place Completed form in Appropriate Mailbox
  - a. Lifeguard Uniforms = Chad
  - b. All Other Uniforms = Julie.