



Welcome to Fun Services!

Guidelines and Suggestions for Fun Services Summer Workers

Your Work Schedule - We will call you with the days/events and **approximate** work time 2-3 weeks in advance.

Let us know if you can or cannot work on those days. If you call after working hours, leave a message on the answering machine (be detailed in your messages – leave your full name – **FIRST AND LAST** - and phone number and talk slowly!) If you fail to call us by the deadline, you will be replaced with another worker. We always call the week of the event and give you the final leave time, event location and estimated return time.

Event Day – Be at the warehouse at the appointed time **Rain or Shine**. Remember to bring:

A Jacket (even if it's warm here, it may be cold where you're going)
Lunch, Snacks and ***something to drink*** (food is not provided)
Sunscreen since you could be standing in the sun all day.
At the warehouse you will be given a Fun Services shirt.

Dress Code – Just like McDonald's or Burger King, we have a "uniform".

- Set up – you may wear "set up" shirts from us or your own PLAIN tee shirt. This may NOT be a tank top, it must have sleeves.
- Event – Your Fun Services crew shirt, tucked in, sleeves may not be rolled up.
- Bottoms – You may wear black or tan khaki or cargo type shorts or pants, or black jeans that are NOT faded. *Examples of not acceptable bottoms* –
 - Short shorts – think school uniform length – at least mid thigh.
 - Basketball shorts
 - Blue Jeans
 - Leggings or shorts of legging material
 - Sweatpants of any type.
 - Sagging bottoms
- Shoes – must be close toed – we prefer tennis shoes, but if you are comfortable in work boots, those are ok too, but you will be on your feet for up to 8 hours.
- Also remember, long hair must be tied back BEFORE you leave the warehouse (Males and females). No big earrings or necklaces for girls or boys.
- Hats and ball caps are ok to wear, but all designs MUST be family appropriate, and ball caps must always be worn with the bill facing forward – not backwards or to the side.

CLEAN AND NEAT APPEARANCE IS A MUST!! *If you are not in acceptable attire, you will be asked to change or be dismissed from the event.*

Most importantly:

DON'T FORGET YOUR SMILE!!

Smoking – Minors are not allowed to smoke during employment – it is illegal.
Adults (18 years +) – smoking is NOT allowed in Fun Services' vehicles, building or at event workstations. Venues may also be non-smoking – ASK A SUPERVISOR BEFORE TAKING A SMOKE BREAK. *****THIS INCLUDES VAPING*****

Ride Time – While riding to an event, you are an employee of Fun Services and are therefore expected to adhere to employee guidelines. This is your break time.

Acceptable vehicle activities include: reading, snacking (pick up your mess!), visiting with co-workers, using cell phones* and even sleeping.
(*we are not responsible for personal belongings.)

Non-acceptable behavior includes: smoking, loud disrespectful behavior, gesturing to other vehicles (workers have been dismissed for this action) and failure to cooperate with your driver. And remember, you must wear your seat belt – no exceptions!

At the Event – Upon arrival to the event, your supervisor will instruct you on what you should do to assist with set-up. During the event, remember to be polite, friendly and helpful to the guests. Pay special attention to small children and never argue with an adult. If you have a problem, contact your supervisor.

PHONES MAY NOT BE USED DURING SET UP, EVENT, OR TEAR DOWN

On events that are less than 4 hours long you will not be given a break unless it's an "emergency". On longer events (4 or more hours), minors will get a 30-minute break.

At the end of the event everyone must help take down, clean up their work area and handle equipment as instructed by the supervisor!! When everyone helps, the take down will go much quicker.

Getting Paid – Pay checks will be ready for pick up on Wednesday afternoon. Checks not picked up by Friday will be mailed, unless you are scheduled to work the following weekend.

Please keep these guidelines and refer to them whenever necessary. If you have ANY questions, do not hesitate to ask. And again, welcome to Fun Services!!! May we all work together to have a fun and profitable summer.

Questions? Give us a call at 269-763-9601!