

Appendix 1b

Guide to the Day To Day Operation of our Business

Hours of Business are 10AM – 5PM Monday to Saturday

Whoever is responsible for the shop must ensure the register is completed every day that includes the name, address, start and finish time is accurately noted.

On a daily basis make sure all rubbish is dealt with and the shop and other areas are clean. Check all locks for damage, make sure all lights and phone works, sweep pavement at front.

Order Bags, till rolls, card slips, price labels, envelopes and stationary well in advance.

All sales must be fully registered to include time, amount and goods sold.

If anyone entering the shop looks to be under 18, they must be asked for ID that includes their age or asked to leave.

Check all toys work before the customer leaves the shop and supply with batteries where needed, up sell with Lube and cleaner. Make sure all DVD's conform to R18 or 18 certification and that the right film is in the right box.

Ask any callers or salesperson for ID.

Read the Local Council Rules and Regulations and abide by them