



April 26, 2025

Richter's Register Staffing Policy

In order to clarify the staffing needs at registers the following protocols have been established.

1. The Popcorn register will remain open from the previous evening and will be the first register open for the work day.
2. The first Middle Bay cashier will be assigned at 8:00AM.
3. The Hatley register and doors open at 9:00AM.
4. The second Middle Bay cashier when necessary will open at 10:00AM. The primary purpose for this position will be stocking. When volume is high at the registers they will serve customers.
5. The Middle Bay doors will remain open but the cash registers will close at 5:00PM and 6:00PM respectively.
6. The Hatley register and doors close at 7:00PM.
7. The store will not close until 8:00PM or one hour prior to the ship's scheduled departure whichever is earliest.
8. Cleaning and preparations for closing may be performed in advance, as long as it does not negatively impact the customers shopping experience (i.e. vacuuming with customers in the store).
9. The Popcorn register will be the last to close for the evening.
10. If you have any issues or questions please contact your direct Manager.