



Staff Responsibilities

1. **Badges:** Each staff member will be issued a badge. You are responsible for keeping track of your badge and you must wear a badge at all times while working at Pop's.
2. **Employee Card:** Each staff member will be issued an "Employee" card. This will be used to "clock in" and "clock out" each shift you are working. All you need to do is scan your Employee card when you enter Pop's using the computer on the bar with the scanner adjacent to it. Here is how to clock in and clock out:
 - a. How to Clock IN
 - i. Scan you card
 - ii. Make sure the proper role is selected (dealer, cage, floor, etc.)
 - iii. Click the "Clock IN" button
 - b. How to Clock OUT
 - i. Scan you card
 - ii. Click the "Clock OUT" button
3. **Dealer Card:** Each dealer (specifically ONLY dealers) will be issued a "Dealer" card. This card will be used to "swipe in" to each table you are dealing. If you fail to swipe in at the table, you may not be properly paid for your efforts dealing. Time dealing will be tracked by Poker Atlas based on these table swipes.
4. **Strings:** Check with the floor manager for your table assignments, and make sure you check Poker Atlas at the table to understand you next table assignment based on the dealer rotation string.
5. **Rules:** Make sure you understand all of the rules of the house and the formats of the tournaments that we are playing. You should be familiar with Double Jackpot Poker, see the video for further details, available on the website. You have a responsibility to the customer to know this information and be able to explain it.
 - a. Dress code for Dealers and Runners: Black shirts, button down with collar, non-polo style, long or short sleeves, your choice, Black pants (no black jeans), Black shoes, Hats are permitted
 - b. Dress code for floor: Dress shirt, or black dealer shirt and tie, Dress pants, or black pants, no black jeans, Black shoes, or dressy casual
 - c. Dress code for cage: Dressy casual
6. **Dealer Pushes:** Downs will shift on the hour and on the half hour. Once you are tapped to be relieved from the table, you have the responsibility to finish the hand, and proceed to your next table assignment as quickly as possible. You should not be taking rest room breaks or ordering from the bar at this time.
7. **Breaks:** All breaks are to be taken in the break room, or on the patio. Breaks should not be taken on the poker room floor.
8. **Food Discount:** You will receive a 25% on all food ordered at Pop's
9. **Dealer Closing Procedures:** Please follow the dealer closing procedures available under downloads on the website.
10. **Updates:** Further updates will be posted to <http://www.pops poker.com/staff-communication>