

MISSION:

Thyme X Table is built on the idea that a neighborhood restaurant can be an everyday place and feel like a special occasion place at the same time. We like to think we underpromise and overdeliver. We are not fine dining, but what makes us so special is the ability to connect our employees to our guests by giving our team members the opportunity to create menu items, specials, drinks, desserts and personal service details that come from the heart.

Cleanliness, hygiene, attention to detail, respect for coworkers, commitment to quality, and most importantly, care for the “guest first” experience (regardless of their personal background) is at the core of what we do every day. We expect to be the best.

HOURS OF OPERATION

Summer

Monday: 5:00-9:30, desserts and drinks run until 10:00

Tuesday: 5:00-9:30, desserts and drinks run until 10:00

Wednesday: 5:00-9:30, desserts and drinks run until 10:00

Thursday: 5:00-9:30, desserts and drinks run until 10:00

Friday: 5:00-10:00, desserts and drinks run until 10:30

Saturday: 5:00-10:00, desserts and drinks run until 10:30

Winter

Monday: 5:00-9:00, desserts and drinks run until 9:30.

Tuesday: 5:00-9:00, desserts and drinks run until 9:30.

Wednesday: 5:00-9:00, desserts and drinks run until 9:30.

Thursday: 5:00-9:00, desserts and drinks run until 9:30.

Friday: 5:00-9:30, desserts and drinks run until 10:00.

Saturday: 5:00-9:30, desserts and drinks run until 10:00.

This is a semi-hard cut off. It is ALWAYS at the discretion of the MOD and we have the possibility to serve a round of dinner or drinks shortly after the intended cut off time. This will always remain within reason, but rushing a guest or pressuring them or denying them is inhospitable and goes against our

ethics. Taking matters into your own hands without permission of the MOD will result in a serious chat and even potential termination.

DRESS CODE

Servers/Bartenders/Barback

- All wait staff must wear all black or neutral colors and aprons.
- No ripped jeans, shorts/skirts/dresses must reach mid thigh/knee, no cropped tops.
- no labels, brands, or designs on shirts, sweatshirt, pants etc.
- Everyone is expected to have a well groomed and professional appearance.
- Employees must wear closed toe shoes.
- No exposed midriffs or undergarments.
- Servers and bartenders are **required** to have a wine key.
- Tank tops are allowed during the summer season but only those with thick straps. (two finger wide rule)

Support Staff (host/ess, server assistant)

- No ripped jeans, shorts/skirts/dresses must reach mid thigh/knee, no cropped tops.
- no labels, brands, or designs on shirts, sweatshirt, pants etc.
- Everyone is expected to have a well groomed and professional appearance.
- Employees must wear closed toe shoes.
- No exposed midriffs or undergarments.
- Tank tops are allowed during the summer season but only those with thick straps. (two finger wide rule)

Back of House

- All employees must wear close toe nonslip shoes.
- Everyone is expected to have a well groomed and professional appearance.
- No tank tops or sleeveless shirts.

SCHEDULES

- Front of House schedule is posted every Tuesday. Back of House schedule is posted every Wednesday.
- Requests off must be submitted into When I Work at least **2 weeks** prior to the schedule being posted.
- All requests off need to have a note as to why, we don't need a ton of detail, you are submitting this request. (vacation to florida, funeral, etc.)
- You are expected to find your own coverage if you need to drop a shift week of, if needed management can help but you're expected to attempt first.
- You are responsible for knowing the schedule, we will not confirm the schedule with you nor seek you out if you do not show.
- Any call offs should be reported to Eric Scott or Melina Manternach (for BOH Julie Chimes or Rick Ellett)
- Any availability changes must be communicated and approved with the scheduling manager, Melina, before being submitted. (For BOH, Scheduling manager Julie)
- If you are scheduled for an on call shift, ASSUME you are working, If you don't hear from us, come to work. Not showing for an on call is considered no call/no show.

ATTENDANCE

- If you are going to be late, let a manager know (i.e. Eric or Melina for FOH, Julie or Rick for BOH)
- If you must be absent for a shift, you must contact a manager ASAP and find your own coverage. If this poses a difficulty, notify management ASAP. We will work with team members to help with emergency situations, but proper notice **MUST** be given.

BENEFITS

PTO

- *Eligibility; Must have completed 1 year with the company to receive 1 week, must have completed 5 years with the company to receive 2 weeks, have averaged 25 hours a week for the previous 52 weeks.*
- *Amount of Pay; Average weekly pay over the previous 52 weeks (W-2 earnings only, no 1099), Includes averages tips paid, does not include commissions or bonuses, but will not be less than average hours per week at the minimum wage.*
- *Must be requested and approved by management team.*
- *Vacation pay does not accrue or carry over hire anniversary date unless previously arranged.*
- *Only paid if time is actually taken. Intended for rest and relax only.*
- *Partial weeks will be approved and/or denied by management discretion and calculated at 1 of 5 working days. You will not be paid as taking a 6th or 7th day off of service for any work week.*

401K

- Follows the same guidelines as PTO, must have been with the company for 1 year and have averaged 25 hours a week for the previous 52 weeks.
- Company will match 100% of your contributions (up to 4% of your pay)
- You can access and sign up for it through the ADP app.

APPS NEEDED

- When I Work: Scheduling and Time off. Requests are requests, not guarantees.
- Slack: Used to communicate important information throughout staff at the restaurant and at catering. Slack is also used to send important training material and announcements. It is your responsibility to check Slack

EMPLOYEE SIGNATURE _____

DATE _____