

 **10 TIPS FOR YOUR SUCCESS**

**CREATING A FIRST CLASS IMPRESSION**

Using these **10 Tips** each day will build a positive relationship with your team and enhance your impression with the customer!

1. ARRIVE ON TIME

Arrive on time, in uniform and ready to work.

1. SMILE

Your smile is the first thing your teammates, managers and customers will see!

1. INTRODUCE YOURSELF

Be first to introduce yourself. Tell your customer who you are and what you are there to do.

1. LISTEN TO UNDERSTAND

Listen to understand your job duties and ask questions to learn more.

1. WORK HARD AND DO A QUALITY JOB

Ask for additional duties right away when you complete your assigned task.

1. WORK WELL WITH YOUR TEAM

Being a good teammate and a friendly worker will improve the likelihood you are asked to return.

1. PRACTICE SAFETY

If you are unsure about a task, ask questions. Don’t take shortcuts. Report hazards immediately.

1. USE APPROVED BREAK TIMES

Be certain to eat, smoke, use restrooms or cell phones during approved break times.

1. CLOCK IN AND OUT

Be certain to clock in and out utilizing only the approved timekeeping methods whether timeclock, internet or timesheet.

1. THANK THE CUSTOMER

Thank the customer at the end of the day and ask if everything was satisfactory.