

Pius Armoury Responsibilities

Applications for the Pius Armoury student team members are available on the school website. **Students must re-apply each year.**

Duties: Assist shoppers select and purchase merchandise in the Pius Armoury. Must be able to operate the POS (point-of-sale) and accept cash/check/credit card/student account tenders for payment. Must be an honest worker and not take privileges from the store, eg. discounts, theft. Pius Armoury student team member cannot make personal purchases, instead he/she must have an SPX/Pius Armoury adult team member perform the transaction on the POS. If student Team member is found guilty of stealing or any abuse of position in the Pius Armoury, student is subject to immediate dismissal and forfeiture of work-study hours earned. Also, according to Student Handbook (see ABUSES OF SCHOOL PROPERTY, item #3), the student might also be suspended or expelled:

The following actions are deemed serious enough to warrant immediate suspension and/or expulsion:

3. Violating the rights of other students (cheating, stealing, extortion, any type of harassment, etc.);

Days Scheduled: Must work days/times scheduled. If unable to work, must notify SPX staff ASAP. Excessive and unexcused absences are grounds for immediate dismissal and forfeiture of work-study hours earned. The Pius Armoury open hours are very important to its success and respect from our SPX community.

Other Requirements: If you are selected to be a Pius Armoury student team member, you will be asked to sign a form including the following statements:

I will make every effort to work my assigned schedule.

I will not steal, in any manner, from SPX or the Pius Armoury.

I will not take part in any illegal activity of inappropriate behavior in school or out of school as I understand that as a Pius Armoury student Team member, I represent the school at all times.

I agree to be an individual of strong character who will always represent SPX and the Pius Armoury in a positive light.

I will continue to practice my values of faith and honesty.

Pius Armoury Application Student Team Member 2016

Qualifications: Students who apply should be spirited and proud of St. Pius X High School. You must be able to operate a POS (point-of-sale) cash register, organize, tag and keep the Pius Armoury clean and tidy.

Any sophomore, junior or senior may apply. First consideration will be given to students with Work-Study hours, however, students without Work-Study are allowed to apply to earn Service Hours for St. Pius X. **Applications are due May 13, 2016.** Please return to the Business Office (Ms. Diane Budke).

You will be notified if you will have an interview by Tuesday, May 17, 2016. Please bring the teacher recommendation page with you to your interview.

Part 1

Your Name _____ Grade School _____

Current Grade _____ Phone # _____

Email address _____

Do you enjoy attending school at SPX? _____ Yes _____ No

Part 2

Please list any retail for food service experience you have. Be sure to include the name of the employer (company), dates of service and duties performed (attach additional pages if necessary).

Part 3

Why should you be considered as a Pius Armoury Student Team Member?

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Part 4

What is your availability to work in the Pius Armoury? Please fill in the chart below and check all times you are available. Please select the **top 3** work times that you would like.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---------------|----------------|------------------|-----------------|---------------|
| Example: Lunch | X (#1) | X | | | X (#2) |
| Before school (30 min) 7:15-7:45am (reg. start day) 7:45-8:15am (block day) | | | | | |
| Lunch During your lunch period | | | | | |
| After school 3-3:30pm (reg. start day) 2:45-3:30pm (Wed block day) 2:30-3:30pm (Th block day) | | | | | |

***If you are involved in extracurricular school activities, please list below with practice days/times (if known). Knowing your schedule will assist in scheduling students to work in the Pius Armoury.

| Activity | Day of Week | Time |
|--------------------------|--------------------|--------------------|
| Example: Tennis practice | M-F Sat | 3:15-5pm 8-10am |
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**Pius Armoury Application
Student Team Member 2016**

Part 5 (to be turned in during actual interview)

Please obtain the signatures from three teachers who recommend you to be a Pius Armoury Student Team Member.

Teacher Recommendations

I attest that _____ has demonstrated the ability to be a positive and honest
(student name)

representative for St. Pius X High School. I have witnessed this student act appropriately both in and out of class and I believe he/she has the characteristics needed to be a Pius Armoury Student Team Member.

***NOTE:** If you are a new SPX student, please obtain recommendations from your former teachers, parish priest or current employer. Please feel free to contact the school if questions.

Pius Armoury Work Pledge

It is mandatory that each Armoury Team Member complete this form.

Please *read* and *initial* each of the following:

UNATTENDED: I will not leave the Armoury "open" when I step away for a moment. *

For example, if you need to run to your locker or the restroom and no one else is working, you **MUST** close the doors. Please stop by the restroom before your shift. If you must leave, close the doors or find Mrs. Witherow to work.

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CLEAN: I will keep the Armoury clean, trash emptied and counters clutter-free because I want the Armoury to provide a positive experience for all shoppers. *

As time allows, sweep the floors, wipe counters, empty trash and sort/fold clothes.

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KEY: When I work my shift, I will either go to the front office for a key or ask Mrs. Witherow to open the Armoury. *

Before or after school please ask someone in the front office or Mrs. Witherow to open the Armoury.

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RECEIPTS: I will put all "CANCEL" sales receipts, "INCORRECT" sales receipts or handwritten notes in the yellow folder to the right of the cash drawer. *

By putting these receipts in the yellow folder, makes Mrs. Witherow's life a lot easier when she is reconciling the deposit for that day.

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CASH DRAWER: I will do my best to keep all of the dollar bills in the correct slot and facing up in the cash drawer. *

This will help ensure that the correct change is given back to the customer and also helps with the deposit.

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OUT OF UNIFORM SALES: I will work at a minimum one shift during the sale of out of uniform wristbands. *

Morning, lunch and after school shifts are mandatory for all team members.

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SHIFT: I will work my scheduled shift. A minimum of one shift per week is required to remain active. In the event that I can't work, I will notify Mrs. Witherow prior to my scheduled shift. *

Parents come to shop in the Armoury before and after school and therefore, it needs to be staffed.

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SHIFT: I will work one shift at the summer sale and/or the August registration day. I will also work one shift during the summer to tag new merchandise for these sales. *

This will help each team member become familiar with merchandise in the Armoury and also training on the POS.

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I have read and accept all of the above. *

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Signature _____ Date _____