

**Policies and Procedures**  
**Save On Foods – College Heights**

- Kettle Stand Location:** Indoors. To the side of entrance into store.
- Kettle Stand Storage:** **First Shift of the Day:** Should be behind Customer Service but may also be in the storage room beside Customer Service.  
**Last Shift of the Night:** Behind Customer Service desk. May also be left in storage room beside Customer Service.  
**During the Day** (if your replacement is late or a No-Show): Leave behind Customer Service and let us know by calling 250-596-4673
- Seating Available:** Yes. Ask at customer service
- Singing / Music:** Yes. Bells OK. Music and/or caroling please let your Kettle Scheduler know so that we can obtain approval prior to your shift
- Capacity:** Maximum 4 or 5. Larger groups, please let your scheduler know ahead of time