

Operations Manual

Adopted (Fill in Date)

I. Background Information

A. Manual Purpose and Function

All new employees will report to the Executive Director or the designated Administrative Manager on their first day of employment. The Administrative Manager will review the Flint Hills Regional Council's Operations Manual with the new employee. The new employee will also be provided with a copy of the Operations Manual. The new employee will sign for receipt of the Operations Manual and will be encouraged to read it carefully. The new employee will also be provided with written materials pertaining to the organization's benefits program. Appropriate payroll, personnel, and insurance forms will also be completed.

The new employee's supervisor will then conduct an orientation that is appropriate to the employee's position. At a minimum, this will encompass all or most of the following elements:

- A tour of the facility;
- An introduction to all employees of the Flint Hills Regional Council;
- An introduction to the vision, mission and work of the organization;
- A review of the employee's assignment as it contributes to the organization's larger mission;
- A brief review of adopted plans, programs, and technical services;
- A review of organization policies and procedures;
- A detailed review of the employee's job duties; and
- A description of any training or other orientation activities, which will be conducted over the course of the employee's first few weeks of employment.

The supervisor will develop, initiate, and monitor an on-the-job training program for all new employees as appropriate.

Maid2clean Franchise Operations Manual

Lei Shi



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