



Updated 3/01/13

Employee Meal Policy

Café Pizzaiolo has always aimed to reward our employees with meal benefits as an added bonus to being employed with the company.

These benefits are only available for employees currently on the work schedules. Below are the company policies and benefits of the Employee Meals:

On Duty

- Fountain Soda, Iced tea and coffee are available for free for employees who are either clocked in or are on break from working a shift.
- **50%** off any regular priced food items off the menu when ordered and consumed on the premises. Employees must be clocked out while eating or taking a break.
- **30%** off any regular priced food or soft beverage items, from the menu for employees wishing to take food out “carry out” after they have worked a shift.
- There may be special training, tastings or pre-meal presentations during business hours that are offered by the Manager on Duty with out charge
- As time allows, a cook may from time to time make a “Family Meal” that will be made available to all staff on duty for that shift. Please make the kitchen aware of your interest in the family meal on a shift-by-shift basis so that they may prepare adequately. Family Meals will not be available or permitted for “TAKE OUT” as they are designed to be a group meal on the premises.

Off-Duty

- **50%** off any regular priced food or soft beverage items, off the menu, when ordered and consumed on the premises when the employee is dining with up to one guest, with one check.
- Employee’s consuming alcoholic beverages will be charged full price in order to comply with the Virginia ABC laws.
- Any employee receiving or delivering an alcoholic beverage with out payment will be terminated from the company employment.
- **30%** off any regular priced food or soft beverage items, off the menu for Carry out, or “to-go” food. This excludes delivery.
- **30%** off any regular priced food or soft beverage items, off the menu when dining in the restaurant as a guest with up to 3 friends or family members. For example, if you bring in 3 other people for dinner we will extend this food discount, for discountable items, to the entire check, only when there is one check.
- Entry into the kitchen or other “employee only” areas is strictly prohibited for any reason if an employee is a guest in any of the Café Pizzaiolo establishments. Any employee attempting to enter the kitchen, or employee only areas under any of these circumstances will be asked to leave the premises immediately and will face disciplinary action, up to and including termination of employment.
- Employees must enter and exit the restaurants through the public entrance at all times. Delivery drivers, while arriving or departing on a delivery may use the back door or loading dock entrance.



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Process and General Info:

- All checks are to be rung up individually by an employee on duty and Discounts are to be applied by the Manager on Duty.
- The employee name will be entered as the check reference.
- Special priced, combo or value meals or promotions are already reduced and will not be discounted
- The owners of the company will need to approve any variation to any of the above policies. If you have any questions to the above policies, please see Larry or Christine Ponzi.
- All items must be ordered through the POS Computer and discounted by a manager and paid for prior to leaving the restaurant.
- Employees may not eat while on the clock, and are not permitted to eat any food items, including GELATO, unless they have rung up the item for payment.
- Any employee attempting to or receiving any food or beverage items for free or at a reduced price or by any form of deception or being served “mistakes” and/or “over pours” will be subject to discipline, up to and including termination of employment. This includes the employee assisting them with this or serving the drink

Non-Compliance

All company employees (salaried, hourly, full-time, part-time) must comply with this policy. All Managers and supervisors have the responsibility to enforce this policy and to report any violation or potential violation to their immediate supervisor or the owners.

All Pizzaiolo employees are expected to follow and comply with the company policies regarding the handling of employee meals in our restaurants. These policies are designed to protect you, our customers, and the sustainability of our businesses. Breaking policy may result in disciplinary action up to and including termination or to the extent punishable by law.

This policy is subject to change by the owners from time to time.