

10.02 Reception Area Coverage

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. that the reception area be manned during all open hours of operation.

Procedure:

Coverage will be obtained in the following manner:

1. Designated staff will alternate covering the reception area during morning and afternoon breaks and lunch hours.
2. In the case of absence of the Office Manager and other designated staff, the CEO/President will assign coverage.