

# Job Instructions

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The instructions below will give you the information you need when completing a job at Krown Krew.

## PREPARATION

1. In your bag pack your safety shoes, water and food for the day.
2. Make sure you are wearing and have correct Krown Krew clothes. Make sure you arrive at the meet point in correct work attire.
3. Make sure you leave in good time to arrive at the job address 10 minutes early. Give yourself some extra time incase of issues with transport or something else.
4. If you are running late, then you must tell either the krew or the client in good time before you are meant to be there.

## ARRIVAL

1. When you arrive at the job location remember you must check-in on the app.
2. If you are working with other krew and cannot find them when you arrive, then contact them and find out where they are. If working with a Krew Chief, then that is your contact person.
3. If you are the only krew member on the job, then you must contact the client (see 'Contact' in the app job details. Tell them your name and that you are calling from Krown Krew and that you have arrived. They will instruct you further.
4. If you forget to check-in, then make sure you write a note when you do so and say "forgot to check-in, start time...".

## WORKING

1. Once you are with the client, ask what you can help with.
2. If in doubt, then ask the krew or the client. If you do not understand something properly, then ask politely for it to be explained again, so you can make sure you are doing things correctly. Better safe than sorry.
3. Make sure to drink plenty water and eat some food when needed and there is time to do so.

## DEPARTURE

1. Once the client says you are done, then make sure to check-out on the app and include lunch if you had it (30min).
2. If you end the job further away than where you started, then write a note about this when checking-out and you will receive salary for the extra time it takes.
3. If you forget to check-out, then make sure you write a note when you do so and say "forgot to check-out, finish time...".
4. Always make sure to say properly goodbye to the clients.