

Staffing and Start Times are Subject to Change Daily

Kitchen 4/4-8/22

31 Clerks total (6 taking 13:00 Lunch)

All additional Positions will be hired as needed and are solely in support of the N4 go live. On 4-1-2022 at 1800 Express and Sparcs will be taken offline.

Gate 4 Kitchen

- 20 Clerks +10/2
 - 20___ @ 0600
 - ___
 - 4 clerks will take 13:00 Lunch.
 - 10-2 KQ report to Gate 4 Kitchen for instruction.
 - Kendal Shiel to Float

Rae's Hall Kitchen

- 11 Clerks
 - 11___ @ 0600
 - ___
 - 2 clerks will take 13:00 Lunch.
 - Chris Allifi to Float.

Supper-

- Monday: 4 in/ 8 out. Subject to change based on predicted volume.
 - Designated supper staff are bell to bell.
- Tuesday-Friday
 - TBD

Expectations

- No lane is to be closed at any gate throughout the day at any time.
- Ready and in the workstation at start time.
- Be prepared to work the first few weeks from Bell to Bell. No early releases unless authorized by Gateway management.
- Equipment to be signed out and returned in person.
- Floaters are to split the distance among a designated number of lanes and assist with the transaction.

Gate 3 TIR Lanes (4/4-8/22)

All additional Positions will be hired as needed and are solely in support of the N4 go live. Please understand that on 4-1-2022 at 1800 that Express and Sparcs will be taken offline

Be prepared and in Lane at start time.

Gate 3

- 15 (14 operational) Lanes, 9 Inbound, 1 Swing, 5 Outbound

Staffing

- Chief Clerk
- (18) TIR Clerks (6 floaters)

 14 @ 0600

 4 @ 0700

 @ 0800

Every Inbound lane will be manned at 0600

Every lane will be manned all day.

Floaters will provide breaks and help open MTYs/ assisting with transaction when not providing breaks.

LUNCH HOUR

- All Inbound lanes will be manned with One Clerk per lane at lunch.
- Outbound clerks will work two lanes at lunch.
- 4 clerks will take 1300 lunches. Filling in to ensure all lanes are filled.

There will be NO EARLY RELEASE. Bell to Bell.

SUPPER

Supper will be at management's discretion daily and is TBD.

Expectations

- No lane is to be closed at any gate throughout the day at any time.
- Ready and in the workstation at start time.
- Be prepared to work the first few weeks from Bell to Bell. No early releases unless authorized by management.
- Equipment to be signed out and returned in person.
- Floaters are to split the distance among a designated number of lanes and assist with the transaction.

Gate 4 TIR Lanes (4/4-8/22)

All additional Positions will be hired as needed and are solely in support of the N4 go live. Please understand that on 4-1-2022 at 1800 that Express and Sparcs will be taken offline

Be prepared and in Lane at start time.

Gate 4

- 19 Lanes, 8 Inbound, 5 Swing, 6 Outbound

Staffing

- Chief Clerk
- (25) TIR Clerks (6 floaters) +10-2
- (2) 10-2's Will fall in line as floaters.

 14 @ 0600

 11 @ 0700

 @ 0800

Every Inbound lane will be manned at 0600

Every lane will be manned all day.

Floaters will provide breaks and help open MTYs/ assisting with transaction when not providing breaks.

LUNCH HOUR

- All Inbound lanes will be manned with One Clerk per lane at lunch.
- Outbound clerks will work two lanes at lunch.
- 6 clerks will take 1300 lunches. Filling in to ensure all lanes are filled.

There will be NO EARLY RELEASE. Bell to Bell.

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Expectations

- No lane is to be closed at any gate throughout the day at any time.
- Ready and in the workstation at start time.
- Be prepared to work the first few weeks from Bell to Bell. No early releases unless authorized by management.
- Equipment to be signed out and returned in person.
- Floaters are to split the distance among a designated number of lanes and assist with the transaction.

Gate 8 TIR Lanes (4/4-8/22)

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Be prepared and in Lane at start time.

Gate 8

- 16 Lanes, __7_ Inbound, 2___Swing, _7__Outbound

Staffing

- Chief Clerk
- (20) TIR Clerks (5 floaters) +10/2
- (1) 10-2's Will fall in line as floaters.

13 @ 0600

7 @ 0700

 @ 0800

Every Inbound lane will be manned at 0600

Every lane will be manned all day.

Floaters will provide breaks and help open MTYs/ assisting with transaction when not providing breaks.

LUNCH HOUR

- All Inbound lanes will be manned with One Clerk per lane at lunch.
- Outbound clerks will work two lanes at lunch.
- **6 clerks will take 1300 lunches.** Filling in to ensure all lanes are filled.

There will be NO EARLY RELEASE. Bell to Bell.

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