



Uniform Ordering and Inventory

Objective: To ensure all Team Members receive the appropriate uniforms while maintaining a consistent, professional appearance that aligns with WhiteWater's brand standards.

Monthly Orders:

Uniform orders must be placed once per month by the Area Director or above. Limiting ordering to a monthly cycle reduces unnecessary small orders, simplifies inventory control, and lowers shipping costs.

Accessing the uniform portal and placing an order:

- Navigate to the [Uniform Website](#)
- Add the items to your cart
- Proceed to Checkout
- *Log in or Register to create an account*

Shipping:

All ordered uniform items should arrive at the designated location within 10 business days of placing the order. In the event that the order takes longer than 12 days to arrive, the HR department must be notified immediately. Prompt communication ensures stores have the uniforms they need without operational disruption.

Inventory Levels:

Each store must maintain the following minimum uniform inventory to ensure availability:

- Polos: 3 Small | 5 Medium | 5 Large | 5 X-Large | 2 2X-Large
- Caps: 5
- Beanies (Oct-Feb): 5
- Windbreaker Jacket (Sept-March): 2 Medium | 2 Large | 2 X-Large

These inventory levels are designed to prevent shortages while avoiding excessive overstock. Please do not order items labeled **"Purchase by Employee Only"** unless approval has been granted and instructions have been provided by HR.

Secure Storage:

All store-level uniform inventory must be stored in a secure, locked location. Only the management team should have access. This safeguards inventory, prevents loss or misuse, and ensures uniforms are readily available when needed.

Uniform Distribution:

Once uniforms are received and inventoried, the General Manager and Store Manager are responsible for distributing them to new hires and current team members according to the following allocation policy:

- Hourly Employees: 3 shirts, 1 jacket, and 1 hat or beanie per year (jacket replacement every 3 years).
- Managers and Above: 5 shirts, 1 jacket, and 1 hat or beanie per year (jacket replacement every 3 years).

Additional Purchases:

Team members who wish to buy additional apparel may do so by visiting the same website and creating an account using their personal email address. They may purchase items using their personal credit card.

Uniform Collection and Maintenance:

The General Manager and Store Manager are responsible for:

- Collecting used uniforms
- Sending them to the cleaners
- Returning cleaned items to inventory
- Updating inventory records

This process ensures that all employees have the appropriate uniforms while maintaining consistent inventory management.