

Welcome to the Apollo Walmart Remodel Team



Welcome to the Team!

Apollo Mission Statement

“Where You Need Us, When You Need Us.”

Our Solutions

Apollo Retail Specialists is a full-service retail support company with a proven 20+ year track record with leading retailers and brands in the United States. Apollo uses specialized teams to create the right mix of personnel to get the job done right: on time, and on budget. Our experienced merchandisers have skill sets ranging from basic merchandising to skilled carpentry, and our construction team can tackle large interior build-outs.

Your Role

As a member of the Apollo Walmart Remodel Team, you will acquired specialized skill-sets specific to Walmart new store openings, total store remodels, and/or store resets. In this role, you will abide to the Apollo Leadership Competencies and Standards of Excellence thus providing the highest level of execution while delivering exceptional customer service.



Did You Know?

As part of the Apollo Walmart Remodel Team, not only are you a part of the Apollo team, you are also immersed in the Walmart family. To ensure we deliver exceptional customer service, let's start by learning a little more about Walmart, Inc.

Walmart Mission Statement

"We save people money so they can live better."

First Walmart Opened

1962

Rogers, AR



#1

Rank in FORTUNE 500

Sales in Fiscal Year 2018

\$500.3

BILLION



260 mil Customers Weekly
26 major Product Categories
16.8+ bil Products Online

Number of Countries
Currently Operate In

28

11,735 Retail Units
Worldwide

2.3 MILLION Number of Employees



As you can see, how we perform and the quality of service we deliver as a retail service company will impact not only the Apollo brand, but many thousands of Walmart employees, its customers, and their future financial success.

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Walmart

The Walmart Way

The Walmart Way

Culture is the foundation of Walmart. It is how they deliver superior customer service, create a great frontline work environment and improve performance in order to achieve their common purpose of saving people money so they can live better.

These four values and corresponding behaviors, when practiced daily by every associate, will help Walmart deliver business results and create a culture of inclusion.

As part of the Apollo Walmart Remodel Team, you are an extension of Walmart and must embody the same core values as a Walmart Team Member!



Service to The Customer

Customer First: Listen to, anticipate and serve customer wants and needs

Frontline Focused: Support and empower associates to serve customer

Innovative and Agile: Be creative, take smart risks and move with speed

Respect For The Individual

Listen: Be visible and available, collaborate with others and be open to feedback

Lead By Example: Be humble, teach and trust others to do their jobs, give honest and direct feedback

Inclusive: Seek and embrace differences in others ideas and experiences

Strive for Excellence

High Performance: Set and achieve aggressive goals

Accountable: Take ownership, celebrate successes and be responsible for results

Strategic: Make clear choices, anticipate changing conditions and plan for the future.

Act With Integrity

Honest: Tell the truth, keep your promises and be trustworthy

Fair: Do right by others; be open and transparent

Courageous: Speak up, ask for help, make tough calls and say no when appropriate



Employee Expectations



As an Apollo employee, you are required to uphold certain expectations.

By committing to these expectations, you support the Apollo and Walmart brand.

Dress Code

Be the Best Version of YOU!

- Acceptable clothing includes: Apollo branded t-shirt and blue jeans or slacks.
- Clothing must be clean and free of holes and stains.
- Pants should fit well and include a belt if necessary to hold them up. No sagging pants allowed.
- No open-toes or open-heeled shoes.
- Tattoos that are offensive or distracting are to be covered by clothing or other means.
- Clear, flat, plastic spacers are allowed for the tongue only. Covering facial jewelry with bandage is not permitted.
- Name badges must be worn at all times while working.



Attendance

Who is Affected

- Walmart, Inc.
- Apollo Retail Specialists
- Your Team



Why It Matters

- Trust / Loyalty
- Project Deadlines
- Continued Growth
- Continued Employment
- Brand Representation



What Can You Do

- Stay Healthy
- Get Rest
- Set Your Alarm
- Ensure Transportation



Code of Conduct

Alcohol/Drug Use: Prohibited from reporting to work under the influence of alcohol or drugs, and/or consuming such during their scheduled work shift, including break and meal periods. Possession or transfer of illegal substances is prohibited on Walmart property.

Theft: No merchandise should be used without being purchased or approved by store planning.

Violence: Fighting or conveying verbal threats is prohibited.

Smoking: Smoking is confined to designated areas only.

Harassment: Sexual, discriminatory, or other unwelcome harassment is prohibited; this includes comments and gestures.

Dangerous Materials: Possession of firearms or dangerous materials is prohibited.

Cell Phone: Cell Phones are to be used for business purposes only – no personal phone calls on sales floor or work area.

Language: Foul language and derogatory comments are prohibited.

Food and Drink: Food and drinks are not allowed on sales floor or work areas.

Safety

- Safety must be top priority.
- Use PPE when necessary.
- Caution cones used whenever possible.
- Empty fixture pallets removed immediately.
- Proper fixture installation and merchandise placement.
- Use of team lift for larger objects weighing over 50 lbs.
- Correct use of all equipment including pallet jacks, power tools, etc.
- Slips, trips, and falls – be proactive when possible and react immediately when a spill or trip hazard has been spotted.



Apollo Scope of Work

So now you've got the job... what's next?

Let's take a look at exactly what you will be doing,
a.k.a "Scope of Work"



Apollo Scope of Work

Fixture Installation

- Loading and unloading of fixtures.
- Install and de-installing of fixtures.
- Packing and repacking of new and used assets.
- Cash wraps/counters when determined necessary by store planning.

Signing Installation

- Any signing in conjunction with setting a modular.
- Moving temporary overhead signing kits, toppers and backers.
- Installing and de-installing throughout the store including cornice.
- Installations of miscellaneous signing throughout the store to be determined by store planning. (office signing, pharmacy, etc)

Cade Training

- Complete CADE training.

Basic Usage of Power Tools

- Using a power tool to complete installation for system equipment and fixtures.
- Assemble fixture and or merchandise displays. Including securing the display for safety compliance.

Apollo Scope of Work

Setting Modular(s)

- Setting modular(s) including labeling, sampling of merchandise, filling modular(s).
- End cap fixtures built with sign molds, spirals.
- Installation of preprinted flags and fact tags and displays.

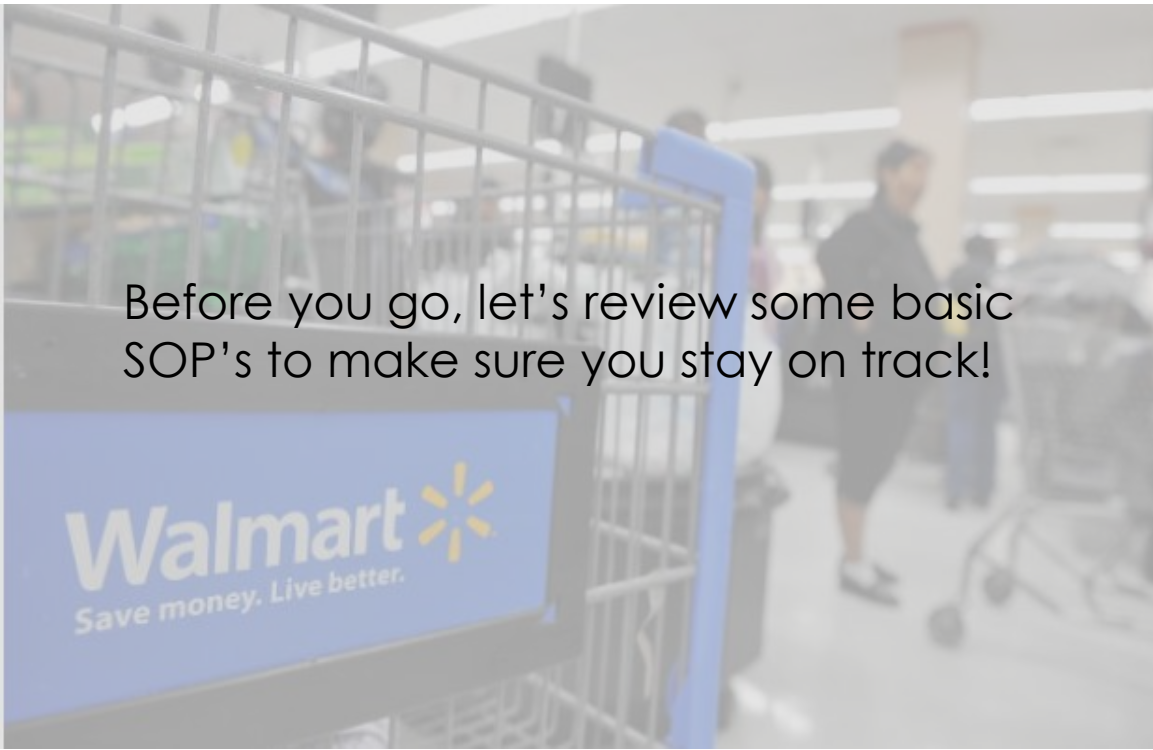
Merchandising

- Fill end cap features to company guidelines.
- Once modular is approved, fill side counters from previous counter locations.
- Assist the IMS team in filling of approved modular(s).
- Relocating of excess merchandise to new designated area determined by store management.

Good Neighbor Compliance

- Maintenance and organization of trailers.
- Inventory control of fixtures on trailers.
- Maintenance and organization of dumpsters. No cross contamination of dumpsters.
- Cleaning of Walmart property.

Standard Operation Procedures



Before you go, let's review some basic SOP's to make sure you stay on track!

- ✓ All Walmart compliance and safety procedures followed at all times.
- ✓ If an Apollo employee is removed from a project for performance/compliance issues, they cannot report to another Walmart project.
- ✓ Manage time to ensure assigned tasks are completed prior to leaving your shift, including the store being ready for operational business.
- ✓ Per Walmart procedures, all bags are subject to be searched. All purchases must be accompanied by a receipt.
- ✓ Cannot clock in for work more than 5 minutes prior to schedule start time.

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Walmart

Additional Tools and Resources



Visit www.UniversityofApollo.com for additional Walmart Remodel Tools and Resources!

- The Modular Approval Process
- When is a Department Complete?
- Topstock Standards
- Walmart Terminology and Acronyms



THANK YOU!



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