



Community Service Volunteer Rules and Guidelines

- Arrive on time, dressed properly in casual work clothes and closed-toe shoes.
- Sign the Volunteer Log when arriving and sign out when leaving for lunch or at the end of your shift.
- Notify a staff member when leaving the store for any reason.
- Upon arriving check in with a staff member for assignment of duties and continue to check in with staff when assignments are completed.
- **NO** cell phone use while working. Personal calls can be made on your break in the break area, **NOT** in public areas.
- Loud, abusive or foul language will not be tolerated. Racism, sexism, fighting, rudeness to customers, volunteers, and staff will also **NOT** be tolerated.
- **NO** music players while working; you must be able to hear for your own safety.
- Smoking is prohibited on GJHFH grounds. Please smoke inside your vehicle or off grounds. Do not smoke or take breaks when assistance is needed.
- The staff office and behind the cash register are off limits unless authorized by a staff member. You may enter the office when you need to find a staff member, get water, or use the kitchen.
- **Once you have signed up on the schedule to work, you will need to notify the store 24 hours in advance if you cannot work. If you do not notify the store you may not be allowed to return.**
- Be aware of your surroundings and take responsibility for your own safety.
- Use equipment and safety gear properly.

The following behaviors and actions are grounds for dismissal:

Falsifying hours on the sign in sheet, hiding to get out of work, excessive breaks or cell phone use, violent or aggressive behavior, inappropriate language or clothing, failure to complete assigned duties when asked, inappropriate attitude with staff, customer, donor or other volunteers.

Your signature below indicates your acknowledgement and acceptance of these rules.

Signature: _____

Date: _____

Print Name: _____

If the volunteer is a minor:

Signature of parent/guardian: _____

Date: _____

Print Name of parent/guardian: _____