

## CSR GUIDELINES

You may arrive, Monday through Friday, as early as 8:15 and are able to stay at least until 2:00, depending on the need, maybe longer. The door on the south side of the building (under the awning at the top of the ramp) is open when we are here. We are here on Mondays due to two large deliveries.

If you are 15 or younger, an adult or legal guardian while working at W.A.R.M. **MUST** accompany you. Exceptions will be considered, but you must call in advance to discuss. If you are doing CSR yourself, **DO NOT** bring children with you.

We suggest you leave purses and any items of value in your car or at home. W.A.R.M. is not responsible for any lost or stolen items.

We have a system that logs all of the CSR hours for our organization. You need to be sure to sign in and out each time you are here and **MAKE SURE WE SIGN YOUR LOG SHEET EVERY TIME** you are here.

### DUTIES:

Unloading deliveries, sorting food items, stocking shelves, breaking down boxes, making food boxes, gathering and emptying trash, work in walk in freezer or cooler, possible cleaning and/or on busy days, carry out and load food boxes for our clients.

### HEALTH:

You may be required to lift up to forty pounds. If you have any physical limitations or pre-existing conditions (low blood sugar, etc.), please let us know immediately upon arriving. We will be as accommodating as possible. Do not schedule if you are ill, or “half sick”, or on your way to being sick.

### DRESS:

You should wear comfortable clothes, but **NO** short shorts, pajama bottoms or sagging pants. All shorts and pants should sit at the hips with no sagging and no undergarments or any part of the anatomy seen at any time. Tops should be of a modest cut/design with no cleavage or any part of the chest area or belly showing. If you wear leggings or yoga pants, your shirt or hoodie should reach to, at least, the top of your legs.

You **MAY NOT** wear clothes with graphic, inappropriate sayings, profanity or negative messages, miniskirts, see through clothing, tank tops, muscle shirts, sandals or flip-flops. Please keep in mind your clothes may get dirty. You must also wear closed toe shoes.

Depending on the weather, you may want to bring a jacket or hoodie for work in the freezer and/or work outside helping clients load their food boxes or picking up trash around the building.

### CELL PHONES:

NO cell phone use. If you need to text, make a call or answer a call, ask first.

### SMOKING/VAPING:

NO smoking or vaping in or near the building. Ask before taking a smoke break (5 minutes).

### LUNCH:

If you will be working with us for the day, you may bring a lunch. Lunch is 15 minutes. If you choose to take a longer lunch, you **MUST** sign out. **EVERYTHING** in the break room belongs to the employees. There is a water cooler and disposable cups in the break room you may use at any time. **CLEAN UP AFTER YOURSELF. W.A.R.M. DOES NOT** provide any food or snack. **DO NOT take, eat or drink any food or beverage from W.A.R.M.** The food at W.A.R.M. is for our clients.

### BREAKS:

If you need a break throughout the day, just ask.

### MUSIC:

If you like to listen to music while you are working, please ask first. You must have only one earbud in to listen. You must be able to hear when called or needed and the only one that can hear your music.

**Everything and everyone that comes through W.A.R.M.'s door is confidential.**  
**DO NOT discuss ANYTHING about clients outside of W.A.R.M.**