

CSR GUIDELINES

CSR workers may arrive at the food pantry, 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 take in two large deliveries on Monday, therefore we are here unloading, stocking and making preparations for distribution. The front door is only open during food distribution times which are Tuesday through Friday from 9:00 to 2:00.

CSR workers do many different things. Mainly unloading deliveries, sorting food items, stocking shelves and possibly cleaning as necessary. On really busy days, we may use you to help carry out food boxes for our clients.

We ask CSR workers under 16 be accompanied by an adult or legal guardian. Exceptions will be considered. Please call in advance to discuss. If you are doing CSR yourself, **DO NOT** bring children with you.

CSR workers may be required to lift up to forty pounds. If you have any physical limitations, please let us know upon arriving and we will be as accommodating as possible.

You should wear comfortable clothes. Shorts and skirts must be at least fingertip length. All shorts and pants should sit at the hips. They must not sag so that no undergarments or any part of the anatomy can be 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. The following are **NOT** allowed: clothes with graphic, inappropriate sayings, profanity or negative messages, miniskirts, see through clothing, or muscle shirts. Please keep in mind your clothes may get dirty. You must also wear closed toe shoes.

No cell phone use, unless told otherwise, for CSR workers. If you need to text or make a call, ask first.

There is no smoking or vaping in the building. Ask before taking a smoke break.

It is recommended that 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.

If you like to listen to music while you are working, please ask first then make sure you are able to hear when you are called or needed and that you are the only one that can hear your music.

If you will be working with us for the day, you may bring a lunch. EVERYTHING in the break room belongs to the employees, NOT volunteers, school community service or CSR. We have a cooler that may be used to store your lunch. You may also sign out and go to lunch. There is a water cooler and disposable cups in the break room (not bottled water) you may use at any time. W.A.R.M. DOES NOT provide any food or snack. **DO NOT take or eat or drink any food or beverage from W.A.R.M. PLEASE CLEAN UP AFTER YOURSELF.**

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. This is to ensure your hours are documented correctly.

CSR workers must be willing to share a kind word to the families that we serve and treat others with dignity and respect.

Because everything and everyone that comes through W.A.R.M.'s door is considered to be of a confidential nature, you WILL NOT be allowed on any computers. Please hold to that confidentiality.