

SCHOOL “COMMUNITY SERVICE” 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.

We have a system that logs all of the school “community service” hours for our organization, so please sign in and out each time you come to work.

**If you are 15 or younger, an adult or legal guardian while working at W.A.R.M. MUST accompany you. The adult is not required to work, but needs to be in the building while you are here. Exceptions will be considered, but you must call in advance to discuss.

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:

The majority of our work requires lifting up to forty pounds. If you have any physical limitations or pre-existing conditions, please call before scheduling to make sure we have “light duty” work available. We will be as accommodating as possible. Please do not schedule if you are ill, or “half sick”, or on your way to being sick.

DRESS:

You should wear comfortable clothes.

NO short shorts, pajama bottoms or sagging pants, clothes with graphic, inappropriate sayings, profanity or negative messages, miniskirts, see through clothing, tank tops, muscle shirts, sandals or flip-flops.

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 has to cover your bottom. 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.

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.

CELL PHONES:

We ask that you please keep cell phone use to a minimum. Please ask before using your phone.

SMOKING/VAPING:

NO smoking/vaping or tobacco use in or near the building. Ask before taking any type of 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.** The food at W.A.R.M. is for our clients. 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.**

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. We ask that you have only one earbud in to listen. Please make sure you are 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.