



Community Service

Who may do community service at the ReStore?

- College students needing hours for school
- Those with court-ordered hours. (felony, theft and/or violent offenses are an automatic disqualification)

What should I bring on my first day?

- Your paperwork from the court/case worker/school
- A photo ID (license, passport, school ID)

When can I do my hours/how do I start?

- Tuesday through Saturday, 8:30AM and 4:30PM. Shifts are:
 - 8:30AM-1PM (no break)
 - 12:00PM-4:30PM (no break)
 - All day (30 minute lunch break)
- You MUST schedule your shifts in advance with the ReStore (407) 426-7192.
- Please note: Saturdays are the busiest days in the store and tend to fill up quickly. If you schedule a Saturday and do not show up without calling, you will not be able to schedule another Saturday, and you will be removed from any future Saturdays you had scheduled.

What should I wear?

- Comfortable, casual clothes that you can work in and don't mind getting dirty (jeans, athletic pants/shorts, etc.) Shorts must be at least mid-thigh in length - NO "short-shorts" or "booty shorts"
- Closed-toe, closed-heel shoes such as athletic shoes or work boots. no ballet shoes, heels, etc. (if you arrive with inappropriate footwear, you will not be permitted to work that day)
- Nametag (given to you by a staff member)
- Jacket/sweatshirt/raincoat - many tasks will require you to be outside, or in a backroom with open doors, so cold/ hot/rainy weather will be a factor

What CAN'T I wear?

- Loose hanging jewelry
- Hats/headwear, except for baseball caps or religious headwear
- Anything featuring offensive or explicit slogans/language/images
- Overly baggy clothing
- Clothing that interferes with your ability to work, including items that you don't want to get dirty or paint on
- Anything that allows your undergarments to show, ie low-rise pants, sheer shirts, etc.
- Earphones or earplugs.

What will I be doing?

- Tasks vary day to day, but will usually consist of general housekeeping (sweeping, cleaning up and organizing various departments, dusting, cleaning the break room and bathrooms, wiping the windows, etc.), sorting donations, putting priced items on the floor, creating or breaking down displays, transporting large items to customers' cars, etc.

What should I do when I arrive to work?

- Stop at the cash register each time you arrive to sign in, and be sure to stop by to sign out when you leave. If you don't sign out, the hours for that day will not count!
- If you arrive before the store is open to the public (9AM on weekdays), please come in the back door or knock on the front door and someone will let you in
- Perform the tasks that are assigned to you. Doing nothing, hanging out, leaving the store without signing out, etc., will result in either a) receiving no hours for the day or b) your dismissal from the store
- Tell a manager upon arrival of your first day if you have any physical limitations that will affect your ability to perform particular assignments
- No swearing or inappropriate conversational topics. Should any inappropriate behavior occur, you will be told to leave immediately

What is considered inappropriate behavior/grounds for dismissal?

- Defiance/refusal to perform requested tasks
- Confrontational behavior toward staff, volunteers, customers, or other performing community service
- Arguing/disputing number of hours accrued with staff
- Leaving site without signing out
- Neglecting or refusing to adhere to clothing requirements
- Talking on cell phone while working
- Hiding out/avoiding doing work
- Foul language/swearing and lewd or explicit conversations
- Not showing up for your shift or not completing a shift.

If you are asked to leave the store no hours for that day will be counted towards your community service and you may not be allowed back to volunteer with Habitat for Humanity Orlando.

Questions may be address to the ReStore manager Shirley Jones (407) 426-7192.

For more information about Habitat for Humanity Orlando please visit www.habitat-orlando.org