

**AMERICA'S SECOND HARVEST OF COASTAL GEORGIA
COURT- ORDERED/COMMUNITY SERVICE WORKER GUIDELINES**

SECOND HARVEST FOOD BANK WILL NOT ACCEPT THE FOLLOWING OFFENDERS FOR COMMUNITY SERVICE:

- **Weapons Charges**
- **Violent Crimes (assault, battery, etc.)**
- **Sexual Offense**

If you are seeking volunteer hours for any court-related matter or have been advised to perform community service hours for a misdemeanor or legal violation, you are required to go through a screening process prior to volunteering.

Required Before Court-Ordered Community Service Can Begin:

- **Court records documenting convicted charges and the assignment of community service as restitution must be presented BEFORE you can work.**

Community Service Workers Must:

1. Enter and exit through the warehouse doors only.
2. Sign in when you arrive and sign out when you leave.
3. Must arrive by **7:30 for morning shift or 11:00 for afternoon shift** and be able to work at least a four hour shift.
4. Must wear jeans or work pants or appropriate length shorts (neither sagging), a work shirt or t-shirt (no tank tops, bare midriffs, or low cut tops) and closed toe shoes (no sandals).
5. While volunteering all workers must wear a safety vest which will be assigned at the beginning of each shift and which must be returned at the end of each shift.
6. **Cell phones** are only to be used outside the Food Bank Building. If you have a cell phone with you, it must be turned off or on mute and be out of sight at all times.
7. No radios, headphones, or MP3 players are allowed at any time.
8. **No smoking**, Second Harvest is a smoke free campus. You must go outside of fenced area to smoke and only on approved breaks. Do not dispose of cigarettes on the ground.
9. No profanity or inappropriate conversations will be tolerated.
10. Absolutely no concealed weapons or controlled substances allowed.
11. **Always show respect to clients, employees and other volunteers.**

Please understand that if these rules are broken, you will be asked to leave immediately and will be reported to the proper authorities. Your hours will not count for the day. In some cases you may not be allowed to return to Second Harvest and will have to complete your hours elsewhere. Second Harvest reserves the right to modify these guidelines in any way at any time without notice.

I have read and understand the policies stated above.

Signature: _____

Date: _____

Emergency contact name and phone number: _____