** CONFIDENTIAL**

COMMUNITY SERVICE WORKER PERSONAL INFORMATION

All the information gathered is for Care and Share Food Bank records only and will be kept in

strictest confidence.

**NAME**

Last: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M.I. \_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State: \_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

**WHAT SERVICE ARE YOU GOING THROUGH?**

Front Range \_\_\_ Municipal \_\_\_ Juvenile Court \_\_\_ Other (Please fill in) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HOURS REQUIREMENT: \_\_\_\_\_\_\_\_\_\_\_\_ DUE DATE:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_

**CHARGES:­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The information you provide is private and confidential and will not be transferred, sold or given to any other agency or person, unless they are member of the law enforcement or courts community.*

CARE AND SHARE COMMUNITY SERVICE POLICIES

**SAFETY POLICIES**

* All shoes must be closed-toe with no open backs
* To avoid clothing getting caught in machinery, no overly loose or flowy clothing is allowed
* Headphones and cellphone use is prohibited in the warehouse.
* Do not bring valuables into the distribution center
* No food, drinks, gum, or candy is allowed in the warehouse for food safety reasons. Personal food items can be stored in the employee breakroom.
* Dress in multiple layers in case you are asked to work in refrigerated areas
* Only authorized individuals are allowed to operate pallet-jack and forklift equipment.
* For inclement weather or other delays, please call (719) 434-3419

**OTHER POLICIES**

* No-calls/no-shows are terms for immediate dismissal from your community service agreement with Care and Share. We are not obligated to provide hours to your community service provider if you fail to comply with our policies.
* Our Community Service activities are reserved for individuals 18 and older. If you are under the age of 18, please contact our Volunteer Coordinator by e-mail Wanda@CareandShare.org or call (719) 434-4687
* You must bring your timesheet with you for your first shift, unless you are with Front Range Community Service. In that case, Front Range sends timesheets to us directly.
* If you do not have a timesheet, you must provide the contact information for the organization that has assigned you these hours.
* Once you are approved to complete community service with us, the Volunteer Engagement Manager or Volunteer Coordinator will send you an email with the Community Service Calendar.
* You must sign up for community service shifts in our volunteer management system. Signing up for any shift except one labeled “Community Service” will not count towards your hours.
* Report a volunteer coordinator before each shift to receive daily assignments.
* Signing in and out on the kiosk is your responsibility. If you need assistance signing in, please let a volunteer coordinator know right away.
* You are allowed one 10-minute break for every 4 hours of work. Your time will not be adjusted if you do not take this break.
* You must take one 30-minute break after 5 consecutive work hours. You are responsible for clocking out during this break and clocking back in.
* You are responsible for filling out and signing all cleaning sheets you complete
* If you are going through Front Range Community Service, we are not allowed to provide your finished time sheet to you directly. We are contracted to send your timesheet to Front Range directly.
* Once your hours are completed, it is your responsibility to ask us to send your completed hours to the appropriate community service organization.
* After 60 days of inactivity, your file will be closed and placed in our archives and you will no longer be allowed to sign up for shifts. We are not responsible for keeping track of or sending incomplete timesheets.

*Care and Share is* ***not*** *a court employed organization, which means that we are not obligated to accept or retain any person for hours ordered by a court. You should know that we attempt to accommodate most persons wanting to do community service work regardless of age, race, sex, physical ability, or any other factor. There are, however, restrictions that are inherent in our business operations that are of themselves exclusionary.*

*We are required to maintain certain safety and environmental standards in accordance with the Health Department, US Department of Agriculture, Occupational Safety and Health Act (OSHA) and Feeding America’s Best Practices guidelines. Any departure away from these high standards may result in termination of your work with us at Care and Share.*

**I have read and understand Care and Share’s policies. I understand that if I do not follow these policies, Care and Share retains the right to discontinue my service.**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**