** 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:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Last/First: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to Volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

*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 members of the law enforcement or courts community.*

CARE AND SHARE FOOD BANK COMMUNITY SERVICE POLICIES

**SAFETY POLICIES**

* All shoes must be closed-toe with no open backs. NO crocks, slides or slippers; failure to comply will result in you being immediately sent home.
* To avoid clothing getting caught in machinery, no overly loose or flowy clothing is allowed
* Headphones, earbuds 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 or outside.
* Only authorized individuals are allowed to operate pallet-jack and forklift equipment.
* For inclement weather or other delays, please call (719) 434-3419. Information is updated at 5:00am on weekdays.

**OTHER POLICIES**

* Our Community Service activities are reserved for individuals 18 and older. Please call Wanda at 719-434-4687 to be approved to do your community service hours here, If you are under the age of 18, please contact our Volunteer Specialist by e-mailing Wanda@careandshare.org or calling 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 contact information for the organization that has assigned you those hours.
* Once you are approved to complete community service with us, the Volunteer Specialist will sign you up for community service shifts in our volunteer management system.
* Report to a volunteer specialist before each shift to receive daily assignments.
* Signing in and out of the kiosk is your responsibility. If you need assistance signing in, please let a volunteer specialist know right away. (This is how your hours are tracked so signing in and out is very important)
* 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 community service shifts. If hours can be sent somewhere, we will send them.

*Care and Share Food Bank 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 the termination of your work with us at Care and Share Food Bank*

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

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

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

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