

FREQUENTLY ASKED QUESTIONS ABOUT REQUIRED COMMUNITY SERVICE

WHO MAY DO COMMUNITY SERVICE AT THE RESTORE?

- Those with court-ordered hours from Alamance County
- Those outside of Alamance County under certain circumstances
- Those with misdemeanor charges whose lawyer has recommended they complete hours
- Students who are completing school assignments or are applying to clubs, fraternities/sororities, etc.
- Employees completing community service hours for employers

Please note: certain charges are an automatic disqualification for any individual interested in completing community service at the ReStore including, but not limited to: disorderly conduct, larceny, theft, uttering (putting forged money into circulation), forgery, breaking & entering, assault, felonies, weapons-related charges and any violent offenses.

HOW TO GET STARTED?

All individuals who are completing community services hours must complete an orientation session prior to their first shift. Please contact the ReStore Manager at 336-222-8292 to schedule your service. At that time, you will be told given your start date and shifts as well as the time of your orientation.

WHAT SHOULD I BRING ON MY FIRST DAY?

- Your paperwork from the court system
- A photo ID (license, passport, school ID)
- If your lawyer has recommended you complete hours, please bring a letter on your lawyer's office
- letterhead specifying your charge, the number of hours recommended and your court date.
- For those completing hours for school or work, please bring your assignment or syllabus or club requirements

WHAT SHOULD I WEAR?

You'll be representing Habitat for Humanity of Alamance County so dress accordingly. Please wear comfortable, casual clothes that you can work in and don't mind getting dirty.

- **SHOES** – Sensible closed toe shoes in good repair with no frays or holes. No flip flops, sandals, wedges, heels, slides or other open toed shoes. Cloth shoes like Toms are discouraged. If you arrive with inappropriate footwear, you will not be permitted to work that day.
- **SHIRTS** – Shirts should have sleeves. Tank tops, spaghetti strap or shirts displaying drug, alcohol

- or offensive writing or inappropriate writing are not accepted.
- PANTS – Shorts should extend below the middle fingertips when the individual is standing with his/her hands to the side. Pants should be modest and professional. Avoid anything too revealing or tight fitting.
- NAMETAG (given to you by a staff member)
- OUTERWEAR (jacket, sweatshirt, raincoat, etc.) – Many tasks will require you to be outside, or in a backroom with open doors, so cold/rainy weather may be a factor.

WHAT CAN'T I WEAR?

- Loose-hanging jewelry
- Hats/headwear, except baseball caps or religious headwear
- Anything featuring offensive or explicit slogans, language or 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, i.e. low-rise pants, sheer shirts, etc.

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 breakroom and bathrooms, wiping the windows, etc.), sorting donations, pricing items, 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!
- Your shift will begin when the store is open to the public. NEVER ARRIVE TO A SHIFT BEFORE THE STORE IS OPEN. A manager will meet you at the door to get you started for your pre-scheduled shift.
- Perform the tasks that are assigned to you. Doing nothing, hanging out in the break room, leaving the store without signing out, etc., will result in either A) receiving no hours for that day or B) your dismissal from the site. 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 asked to leave immediately.

WHAT IS CONSIDERED INAPPROPRIATE BEHAVIOR/GROUNDS FOR DISMISSAL?

- Defiance/refusal to perform requested tasks

- Confrontational behavior toward staff, volunteers, customers or others 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
- Using illegal drugs while on site or prior to shift
- Consuming alcohol prior to shift
- Misrepresentation of reason for community service or criminal charge
- Being charged with an additional misdemeanor that is not accepted by Habitat for Humanity of Alamance County while serving your community service hours