

Habitat for Humanity ReStore Volunteering Guidelines

Before reading this, please read our *General Volunteering Guidelines*

Arriving at the Store:

When you arrive for your shift – the very first thing you should do is sign in. The sign in book is located in the break room of the ReStore. Each volunteer should have their own time sheet, please use the alphabetical tabs on the book to find the section that your last name begins with. For example, if your last name is Smith, please go to the “S” tab. If you have questions about this, please ask. After you sign in, please check in at the front desk (cashier).

Dress Code:

All volunteers are expected to arrive in appropriate clothing for the occasion. Items that may not be worn while volunteering with Habitat for Humanity are as follows:

- ❖ No baggy clothing – No Sagging
- ❖
- ❖ No loose jewelry or door knocker earrings
- ❖ No high heels
- ❖ No open toe shoes (including flip flops and sandals)
- ❖ No skirts
- ❖ No shorts that are inappropriately short (fingertip rule)
- ❖ Nothing with offensive writing, cuss words, nudity, or reference to drugs, alcohol, or sex.

Things to ask yourself before you leave your house:

- ✓ Do I have my time sheet (if you are required to have it signed)?
- ✓ Am I dressed appropriately?
- ✓ Do I have my lunch/drink that I need?
- ✓ Am I wearing close-toed shoes?
- ✓ Did I bring my work gloves?

Volunteer Discount:

Discount are only provided to volunteers who are not doing community service and who are here a set number of hours per week. Please ask the Volunteer Coordinator for more details on a discount.

Things to Remember:

- Please, always ask before you move items.
- You must always wear work gloves when working with heavy chemicals.
- Please be careful when moving fragile items.
- Just because it is donated to Habitat does not mean it is free for you to take.
- You may not purchase items until they are on the display floor.
- We do not want to see behinds, cleavage, or any other body part – please dress appropriately!

Cell Phones:

We do not encourage any individual to bring their cell phone with them while volunteering, but if you feel you need to have your cell phone; please be advised that it will need to be turned off or put on

No Hands But Yours

Battle Creek Area Habitat for Humanity, 286 Capital Avenue, N.E., Battle Creek, MI 49017 p: 269.966.2502 f: 269.966.2568
Battle Creek Area Habitat for Humanity ReStore, 595 North Avenue, Battle Creek, MI 49017 p: 269-441-1038
volunteer@habitatbc.org

silent (not on vibrate). If you need to make a phone call, please ask the Administrative Manager to use the office phone, otherwise, sign out and step outside to use your cell phone.

Personal Visits:

Individual who are fulfilling their community service with Battle Creek Area Habitat for Humanity at the ReStore, are not allowed to have personal visitors or personal phone calls unless on lunch.

Directions/Parking:

The ReStore is located at 595 North Avenue, Battle Creek, MI 49017. If you drive, please park in the lot in back of the store. Please save the closest spaces for our customers.

Time Sheets:

Time sheets are the sole responsibility of the volunteering individual. We do not keep record of hours for more than one year. If you lose your time sheet, you must be able to verify your hours in the sign in book. If you are required to turn in timesheets for your program, they must be initialed daily by either Randy or Alana. They must be completed at the end of your week and a copy made for your file in the office.

Restrooms:

Restrooms are located in the north east corner of the ReStore; they are to be used when necessary and not for hanging out. If you bring merchandise into the restrooms you will be immediately terminated. If you take any items out of the restrooms you will be immediately terminated.

Smoking:

This establishment, in compliance with Michigan smoke-free regulations, ordinances and policies will have all employees, volunteers and community service participants abide by the following: "Smoking shall be prohibited near entrances, windows, and ventilation systems of all worksites and public places where smoking is prohibited by this regulation. Any individual who owns, manages, operates, or otherwise controls the use of any premises subject to jurisdiction under this regulation shall establish a no smoking area which extends twenty-five (25) feet from any entrances, windows, and ventilation systems to any enclosed areas where smoking is prohibited; such distance shall be sufficient to insure that persons entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to insure that tobacco smoke does not enter the building or facility through entrances, windows, ventilation systems, or any other means." Also, all smokers will properly dispose of their cigarette butts, littering will not be tolerated. Also, in accordance with Michigan law, all individuals who possess tobacco must be at least 18 years in age.

Break Room:

The ReStore break room is to be used by volunteers only and only during hours they are volunteering. Below are simple rules to be followed in the break room.

- VISITORS ARE NOT ALLOWED IN THE BREAK ROOM – result is immediate termination and loss of hours.
- Coffee is for volunteers only, please do not use more than 1/3 cup per pot.
- Please do not take any food, drink, or any other items that is not yours out of the refrigerator or cupboards (this may be someone's lunch).

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- Wash and dry all dishes you use immediately.
- CLEAN UP AFTER YOURSELF.
- Take all items home on a daily basis.
- Do not enter any office (result is immediate termination and loss of hours).

First Aid Kit:

The first aid kit is located behind cash register – please ask cashier to get it for you.

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