

Athens Area Habitat for Humanity ReStore East

Community Service Policies

Store Info

Store Address: 532 Barber Street, Athens, GA 30601 **Telephone:** 706-354-0936

Hours: 9am – 5pm, Tuesday – Saturday. **CLOSED SUNDAYS, MONDAYS, AND MAJOR HOLIDAYS**

Expectations

1. If your charge is theft-related (ex. shoplifting), or a violent offense (ex. battery), you are **not** eligible for our community service program.
2. You must have a log sheet to fill out your hours. You may bring the one from your probation officer, or we will give you one ourselves.
3. You must sign in and out at the ReStore office. **IF YOU DO NOT SIGN IN AND OUT PROPERLY, YOUR HOURS WILL NOT BE RECORDED AND THEREFORE CANNOT BE REPORTED TO YOUR PROBATION OFFICER OR COURT.**
4. **Do not leave your work site until you have completed your hours for the day and have properly signed out at the ReStore office in the presence of a Habitat employee.**
5. It is your responsibility to let us know when your sheet needs to be faxed/emailed to your probation officer. You are also expected to provide the correct name of your probation officer, telephone number, and fax number. We are not responsible for obtaining this information.
6. **You are expected to work for at least 4 hours per shift.** You are welcome to work more than 4 hours in a day, but you may not leave the store and come back later.
7. **All sign-in and sign-out times are rounded to the nearest quarter hour.**
8. You are expected to work continuously. If you are working from 9am to 5pm, you may take a 30-minute break in coordination with the staff. This break will count for your hours.
9. **You are not permitted to use your cell phone while working.** This includes using headphones and Bluetooth devices. You are not permitted to give out the Restore number for personal calls.
10. **Smoking (including vaping) is not permitted on the Habitat premises.** If you want to smoke, you must get permission for a smoke break and go out to the Barber St. sidewalk, OUTSIDE THE GATE.
11. You will be asked to pay for a red Community Service Habitat t-shirt on your first day working. **The shirts are \$10.** You will not be allowed to complete community service without a Habitat shirt. Additional shirts are available for purchase if needed. Shirt logo must be visible if wearing layers.
12. **All clothing must be appropriate for working outdoors (including close-toed shoes).** Staff will address other dress code concerns on a case-by-case basis.
13. No shopping while you are working! You may come back at a later time to purchase an item.
14. You may not give customers prices for anything on the sales floor. Please refer customers to staff.
15. Habitat for Humanity retains the right to remove any person from the premises and bar them from returning. Remember to act appropriately and follow any instructions you are given.

I hereby attest that I have read and understand these terms of agreement. My signature is a representation of such.

Signature: _____ Date: _____

Printed Name: _____