

**DAILY BREAD SOUP KITCHEN
COMMUNITY SERVICE WORKER GUIDELINES**

Please read the following guidelines. Sign and date where designated. Your signature indicates that you have read, understand, and agree to these established guidelines.

PRINTED NAME: _____

1. Personnel who are here to earn hours for any reason are considered Community Service Workers (CSW).
2. CSW's must report to duty in the office and present proper paperwork to the Director/Assistant Director for approval prior to working in the kitchen. Without appropriate documentation, community service hours cannot be earned.
3. Once the paperwork meets the requirements, a working schedule will be developed which will accommodate the needs of the kitchen. Regular community service hours are 7:30am to 2:30pm daily. The kitchen is open seven days a week. Earlier starts times and later end times must be pre-authorized by the Director or Assistant Director ONLY. This mutually agreed upon work schedule must be adhered to as leaving before your scheduled time is prohibited.
4. CSW's who are unable to accommodate the needs of the kitchen will be directed to another site and paperwork will be returned to the originating agency.
5. First time CSW's at Daily Bread will receive a briefing from the Director/Assistant Director of expectations, a review of procedures, rules and requirements of this work site.
6. All CSW's must wear the appropriate attire – closed toe shoes, long pants, shirt with sleeves, head gear and plastic food handler gloves. Halter tops, tank tops, spaghetti straps, muscles shirts, short pants, and flip flops are prohibited. Failure to follow this dress code, which is a health department requirement, will result in dismissal for the day.
7. Once CSW's sign-in for work, leaving the premises is prohibited. Leaving the grounds will result in dismissal from this worksite. CSW's will check with the manager on duty for breaks.
8. When reporting to work, CSW's must sign-in, by clearly **printing** first and last names on the Daily Bread Sign-In Sheet, prepare a name tag, and check-in with the kitchen manager who will pull paperwork & annotate attendance.
9. CSW's will then proceed to the kitchen, sanitize (wash hands, put on plastic gloves, put on apron, put on head gear) and be assigned a task by the kitchen manager of the day. Aprons, head gear, and plastic gloves must be worn while working. This process of sanitation (hand washing and gloves) must be repeated each time you leave your station (i.e., cross contamination, breaks, rest rooms, etc.). CSW are to stay busy working and cleaning the kitchen. CSW's found inactive, loafing, socializing, etc. will be dismissed from this work site after warning. Use of electronic devices (i-pods, cell phones, ear phones, etc.) is prohibited while working.
10. DO NOT GIVE ANYTHING TO ANYONE FOR ANY REASON. DO NOT TAKE ANY FOOD OFF THE PREMISES.
11. At the end of the duty day, all CSW's must sign-out on the Daily Bread Sign-In Sheet and check-out with the Assistant Director/Director who will annotate attendance and tally hours earned. Paperwork must be completed and initialed prior to departure. Failure to follow proper sign-in and sign-out procedures will result in no credit for hours worked that day.
12. Please be sure to contact the Director/Assistant Director if you are unable to make scheduled work dates and times so that necessary adjustments may be made and replacement workers may be found. Failure to report for community service, more than once, will result in our returning your paperwork to the originating agency.

If you have any questions, complaints or need clarification of instructions, requests should be directed to the Assistant Director/Director. Violations of these guidelines will result in dismissal from Daily Bread. I have read and agree to abide.

Signature: _____ Date: _____

ATTACH TO CSW PAPERWORK

