

## Guidelines for Volunteering at the Pickens County Habitat ReStore

### 1. Contacting and Finding Us

- a. Our phone number is **864.859.5999**. Our address is **6776 Calhoun Memorial Highway (Hwy 123)**, in Easley (any other addresses you find online or thru map services are incorrect).
- b. When you arrive park in back of the store and come in the door at the top of the ramp.
- c. This info and other necessary documents can also be found here: [www.pchrestore.com](http://www.pchrestore.com)

### 2. Scheduling and Hours

- a. Usually volunteer hours are normally available Tues.-Sat.9-5.
- b. We usually need at least 24 hours' notice for scheduling you and your first time must be on a Tues. or Weds.
- c. Please be on time for your shift and call as soon as possible if impediments arise.
- d. Please be sure to sign in and out each time you volunteer.
- e. In case of bad weather, store closing usually coincides with school or govt. office closings. Call the store in the morning to be sure.

### 3. Dress Code

- a. Wear casual clothes that you don't mind soiling and in which you can move easily.
- b. We can provide you with a ReStore apron for particularly messy tasks.
- c. Please avoid political graphics or text, and of course no obscenities.
- d. No tank tops or very short shorts.
- e. Closed-toe shoes are required.

### 4. Breaks/Refreshment

- a. Volunteers are welcome to coffee and the water cooler in the kitchen. There is a soda machine on the sales floor for 50¢/can.
- b. Volunteers are responsible for taking sufficient breaks. Please arrange with a supervisor so that pending tasks may be organized accordingly.
- c. Volunteers can leave to go to lunch or bring their lunch. Staff and volunteers share a refrigerator and microwave.

### 5. Additional Info

- a. The bulk of the tasks at ReStore will involve **thorough** cleaning of the store or of incoming donated goods.
- b. ReStore reserves the right to refuse future community service hours to any volunteers who do not stay on task, or whose work is inefficient or ineffective.
- c. Any suspected drug use on property will be reported and volunteer must leave, no questions asked.