

Volunteer Signup Sheet

Date _____

Name: _____ Phone : _____

Emergency Contact: _____ Phone Number: _____

Restrictions: _____

Job Skills (ones that might help or match to jobs available at Ruby's Second Hand):

Past jobs:

Availability:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Saturday: _____

Requested amount of hours per day (or maximum): _____

Requested amount of hours per hours (or maximum): _____

Top 3 requested positions (See available position book):

1. _____

2. _____

3. _____

All of our volunteers must adhere to the same rules and guidelines as employees. These include (but are not limited to):

- All volunteers must sign in and out each day worked at Ruby's Second Hand on their sign in/out sheet.
- All bags and purses must be left in car or checked in with manager. All bags are subject to inspection.
- Volunteers are allowed to use break room and facilities.
- Volunteers are not to be left alone in warehouse. Employees scheduled breaks are 12:00, 2:00, 5:00 if a volunteer is working in the warehouse, they cannot stay alone.
- Volunteers cannot shop from the back (the warehouse) just like the employees. If they wish to buy an item, that item must be on the store floor where it belongs for 2 hours.
- Volunteers may use the back door to smoke where employees do. There is no smoking on the side/front of the building or in the garage.
- Swearing and unprofessional/inappropriate behavior will not be tolerated at Ruby's Second Hand.
- We ask that cell phones not be used while volunteering.
- All volunteers must pass a background check prior to beginning to volunteer. Use of drugs and alcohol are prohibited. Any use, or suspected use, may be grounds for immediate dismissal.
- Volunteers will keep all Ruby's Second Hand information confidential.

The Policies and Guidelines of Ruby's Second Hand have been explained to me and I agree to follow these rules and further rules specific to my role as a volunteer.

Volunteer Signature

Date

Manager Signature

Date