



<u>Staff use only</u>
<u>Checked ID</u> _____
<u>Paperwork Reviewed</u> _____

**KEEP NORTH FULTON BEAUTIFUL RECYCLING CENTER  
RELEASE FROM LIABILITY**

I, \_\_\_\_\_ am 18 years of age or older. **Date of birth:** \_\_\_\_\_

I am a Community Service Worker. I agree to release Keep North Fulton Beautiful, its volunteers, employees, and member of its Board of Directors from any liability as a result of any injury which I may receive as a consequence of my work with Keep North Fulton Beautiful. I fully assume any risk associated with my work for this organization.

\_\_\_\_\_  
**SIGN HERE**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Preferred Pronouns

\_\_\_\_\_  
Home and/or cell phone

**EMERGENCY CONTACT:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone number(s)

\_\_\_\_\_  
Relationship

**DO YOU SMOKE OR VAPE? Yes \_\_\_\_\_ No \_\_\_\_\_**

State Your Charge / Offense: \_\_\_\_\_

Jurisdiction reporting to (where ticket issued/arrested): \_\_\_\_\_

Name of Probation Officer: \_\_\_\_\_ PO's Phone Number: \_\_\_\_\_

Number of Hours needed: \_\_\_\_\_

Deadline to complete hours: \_\_\_\_\_



## REGULATIONS FOR COMMUNITY SERVICE WORKERS FOR KEEP NORTH FULTON BEAUTIFUL RECYCLING CENTER

Community Service Workers (CSW's) referred to Keep North Fulton Beautiful, Inc. by the courts of Georgia or the Georgia State Probation System are used to assist the paid and volunteer staff in carrying out needed functions. Most CSW's will be assigned to work at our recycling center or to clerical or to maintenance tasks at the Keep North Fulton Beautiful office or to litter control on public thoroughfares.

Once assigned to Keep North Fulton Beautiful, the CSW reports with his or her paperwork to the site arranged for by his/her probation officer or judge.

The Keep North Fulton Beautiful Recycling Center is located at 470 Morgan Falls Road, Sandy Springs, GA 30350. Hours are from 9:00am to 5:00 pm Monday through Saturday. Workers are expected to report at opening time and to set their schedule of hours with one of the staff members at the center. The work is outside and involves lifting of recyclable items such as paper, cans, and bottles, sorting recyclables, assisting customers, and general maintenance.

**(initial here) CSW's at Keep North Fulton Beautiful perform a valuable service to their community and the environment. Those workers who show little interest, and only "put in time," will be terminated.** If at any time Keep North Fulton Beautiful determines that the assignment of a CSW is not in its best interest, the CSW will be terminated and a report sent to his/her appropriate court officer.

An accurate record of each CSW's time will be maintained at the recycling center and a letter of completion will be given to you upon successful completion of your assigned hours.

**I have read and I understand this document.**

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Signature of CSW *(also make sure you initialed the box above)*

**Smokers: This is a NO SMOKING facility. As a courtesy, we provide a smoking area. Failure to follow the rules will result in permanent immediate dismissal, no exceptions.**

1. No Smoking anywhere on the property, with the exception of the designated smoking area (on the wall, by the golf course.)
2. Only two smokers allowed in the smoking area at a time.
3. Place cigarette butts in provided container, not on the ground.

**I understand the above rules and agree to abide by them.**

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Signature

Date



## PROCEDURES FOR COMMUNITY SERVICE WORKERS

Please read and initial each item:

- \_\_\_\_\_ Please plan to work at least 4 hours per day if possible.
- \_\_\_\_\_ **Completed paperwork will be available 24 hours after last day worked. We will not issue final paperwork on your last day.**
- \_\_\_\_\_ Notify a staff supervisor upon arrival, lunch, or departure to record time.
- \_\_\_\_\_ A 15 minute break will be allowed **(if working 5 hours or less)**
- \_\_\_\_\_ If you are working **(6 hours or more)** you will receive a 30 minute lunch.
- \_\_\_\_\_ Breaks cannot be taken in the first or last hour of your shift.
- \_\_\_\_\_ No money is to be taken for your services for any item that is dropped off; direct customers to staff for any items requiring payment of fees.
- \_\_\_\_\_ No smoking allowed on the property.
- \_\_\_\_\_ Work the area assigned to you, and help others when needed.
- \_\_\_\_\_ Your work area is to be kept clean at all times including floor and bins.
- \_\_\_\_\_ Horseplay or negative attitudes will not be tolerated.
- \_\_\_\_\_ Use of profanity is strictly prohibited.
- \_\_\_\_\_ **Always ask any and all arriving customers if you can assist them, and thank them for choosing us for their recycling needs.**
- \_\_\_\_\_ No one is to open a customer's car door unless the customer requests you to do so.
- \_\_\_\_\_ Let the customer tell you which items to offload.
- \_\_\_\_\_ Use caution and good judgment when working near the baler, compactor or forklift.
- \_\_\_\_\_ No merchandise or other items are to be taken from the center at any time.
- \_\_\_\_\_ Never enter any offices on the property unless there is an employee present.
- \_\_\_\_\_ **All bags (backpacks, purses etc.) will be left either in your personal vehicle or in the communal CSW area. We do not guarantee a safe place for your belongings. Please plan accordingly. No one will be allowed to carry bags around the premises while working.**
- \_\_\_\_\_ **AT ALL TIMES, BE HELPFUL AND COURTEOUS TO EVERYONE.**

### PROPER ATTIRE:

- \_\_\_\_\_ Closed toe shoes must be worn for safety reasons.
- \_\_\_\_\_ No halter tops or sagging pants.
- \_\_\_\_\_ No clothing with imprinted, suggestive or provocative statements or pictures.
- \_\_\_\_\_ Dress appropriately for the weather.

**Please read and initial each item above, then sign below:**

\_\_\_\_\_  
Signature (*initial and sign all items above also*)

\_\_\_\_\_  
Date