



Bring *Healing & Hope* to Survivors of Domestic Violence & Sexual Assault

## **COURT-ORDERED COMMUNITY SERVICE PERFORMANCE GUIDELINES**

**STORE HOURS:** Monday – Saturday 9:00am – 6:00pm; Sunday 12:00-6:00pm

**Due to the nature of our mission and business, we cannot accept applicants with Theft, Forgery or Assault cases. NO EXCEPTIONS.**

### **COURT ORDERED VOLUNTEERS MUST ADHERE TO THE FOLLOWING:**

- Be 17 years old to earn court ordered community service hours
- Bring your Cause/Case Number each time you come in along with a picture ID.
- Complete all court ordered community service hours at the same PennyWise location
- Work a minimum of 4 hours at a time or more if able
- Wear long pants/jeans and close toed shoes only (no shorts, no midriff tops, no sleeveless shirts). No long earrings or large hoops
- Remember to have an agency employee sign you in and out each time. Documentation will be faxed to the probation department at the end of each day. Ticket individuals will get a letter with hours worked from the Manager or Asst. Manager upon completion of all required hours
- No personal belongings such as electronics, purses or other items inside the store. Fort Bend Women's Center cannot be responsible for your personal belongings
- Theft will not be tolerated. No shopping is allowed in the receiving room
- See Manager about breaks, assigned job duties and other relevant information

### **JOB DUTY CHECKLIST – SEE MANAGER FOR COMPLETE DETAILS**

Assignments may include: cleaning and sweeping restrooms, refreshment & kitchen areas, windows, glass and outside areas, assisting at donation door, hanging clothing, sorting & stuffing recycling bags, testing appliances, organizing all shelves to include books and housewares, cleaning out dressing rooms, and emptying trash cans.

**\*\*\*THESE ASSIGNMENTS REQUIRE YOU TO STAND, WALK, BEND & LIFT AT LEAST 30 LBS. AT A TIME.** There will very little time sitting. If you are unable to meet these requirements and need light duty, you will not be allowed to work at PennyWise. You will need to contact Community Service or your Probation Officer. If you fail to follow any of our Court-Ordered Community Service Performance Guidelines, you will be signed out and not allowed to complete your remaining community service hours at any of the PennyWise locations.

For additional information, please email [Lmoreno@fbwc.org](mailto:Lmoreno@fbwc.org)

THANK YOU.