

# Volunteer ReStore Handbook

## ReStore Hours

Mondays-Saturdays

8:30am-4:30pm

(352) 401-0075

**Please call the store at least 24 hours in advance to: SCHEDULE A SHIFT, MAKE CHANGES TO A SHIFT OR CANCEL A SHIFT. 4-hour shifts are preferred.**

*Longer or shorter shifts are available if needed or wanted.*

## **What Ages Can Volunteer?**

*16 years of age and older only.*

## **Registration:**

All Habitat for Humanity of Marion County ReStore Volunteers must complete a Release and Waiver of Liability form EACH CALENDAR YEAR. All volunteers must complete the online safety course and read and acknowledge the ReStore Volunteer handbook prior to any hours of service.

## **Volunteer Orientation:**

Your first day at the ReStore will include an in-store orientation where you will receive training.

## **Starting and Ending your shift:**

Report to ReStore Management upon arrival and departure (this includes breaks and lunch). Upon arrival and departure please sign-in and sign-out on the volunteer sheet. If you have any forms you need signed to receive credit for your volunteer hours, it is your responsibility to ensure that they are filled out and signed.

## **Dress Code:**

Must wear closed-toed shoes or boots. (Must have backs, No Crocs)

If applicable, must wear the provided volunteer T-shirt. (Clean, No Holes, & Unwrinkled)

Must wear Jeans, Pants, or Below-fingertip Shorts. (Clean, No Holes, & Unwrinkled)

ALL Clothing Must NOT show any undergarments.

ALL Clothing Must NOT have any sayings or images.

## **Tobacco, alcohol and illegal substances**

Smoking is prohibited at the ReStore except in designated smoking areas. Any volunteer under the age of 18 is prohibited from smoking anywhere on HFH property.

Volunteers and staff must be free from the presence of illegal drugs, alcohol, or substances that diminish or impair their ability to perform the job.

We want you to enjoy the time you spend with Habitat for Humanity, so if there is any problem you feel needs to be addressed, please see Volunteer Coordinator or Store Manager immediately. Thank you for choosing to spend your time volunteering with us, we appreciate your help and cooperation!

## **ReStore Courtesy and Safety**

**Safety** ~ Please be aware of your surroundings; be conscientious of others, and yield to customers. If you see anything dangerous, fix it or call for help. When lifting or climbing, know your limits—if you are not sure you are able to lift or climb safely, ask someone else to do that task for you.

**Respect** ~ Please respect both the people around you and the equipment you are using.

**Servant Leadership** ~ You cannot learn to lead without first learning what it means to be a follower; please show respect to those who are in leadership and learn from them, so that you can also be a leader for others.

**Integrity** ~ Our reputation within the community is essential for having an effective ministry in our community. Please keep in mind that, as a volunteer, you are an ambassador for Habitat for Humanity and conduct yourself as such.

## **What to Know When Volunteering**

You are not allowed behind the register for any reason.

No phone usage is permitted except during breaks (after the removal of your Volunteer Vest).

We do not accept tips, if a customer wants to tip you, funds must be placed in the Habi-House (donation bucket) at the register.

You are not allowed to change prices or negotiate with customers.

Habitat for Humanity of Marion County is firmly committed to providing a work environment free from discrimination and harassment. Any actions or comments based on an individual's sex, sexual preference, race, ethnic background, age, religion, physical condition or other characteristic are prohibited.

## **Mission Statement**

### **Mission**

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

### **Purposes**

The official purposes of Habitat for Humanity are to partner with specific programs in habitat development globally, by constructing modest but adequate housing, and to associate with other organizations functioning with purposes consistent with those of Habitat, as stated in the Articles of Incorporation, to witness to the Gospel of Jesus Christ throughout the world:

1. By working in cooperation with God's people in need to create a better habitat in which to live and work.
2. By working in cooperation with other agencies and groups, which have a kindred purpose.
3. By exemplifying the Gospel of Jesus Christ through loving acts and the spoken and written word.
4. By enabling an expanding number of persons from walks of life to participate in this ministry.

### **Vision**

A World where everyone has a decent place to live.

## **Contact Information**

**Volunteer Manager: Angela Burrows  
Administrative Office**

1321 SE 25th Loop Suite #103  
Ocala, FL 34471  
(352) 351-4663

**27<sup>th</sup> ReStore Volunteer Coordinator: Shenise Bynes**

**27th ReStore**  
926 NW 27th Ave  
Ocala, FL 34475  
(352) 401-0075

**Hwy 200 Volunteer Coordinator: Sofia Martinez**

**200 ReStore**  
10800 SW 91st Ave  
Ocala, FL 34481  
(352) 401-0075