

Welcome to Victory Christian Center! As part of your requirement to complete Community Service hours for the Harris County Community Service Program, you have been assigned to work with us. We are excited to have you with us and expect an excellent experience. Please carefully read this flyer and when in doubt, ask Dustin, Zach, or a VCC staff member for clarity about an issue.

Orientation is held Tuesday – Friday @ 8 AM

HOURS

Tuesday - Friday 8AM-4PM

Saturday - 7AM-3PM

Sunday by invitation only

Please note in order to work, you must arrive by 8AM for the morning shift or by 1PM for the afternoon shift. On Saturday, please arrive no later than 7AM. Late arrivals will not be accommodated.

General Expectations

- You must be assigned to Victory in order to complete Community Service hours at Victory.
- Orientation must be completed in order to be allowed to work and earn hours.
- Only one-hour credit will be given for each hour worked.
- Please sign in and out with the time accurate to the minute.
- Complete your work with excellence. Have a good attitude.
- Show up on time. Do not arrive late.
- Treat other people with respect. Acts of violence or harassment will not be tolerated. Please refrain from cursing.
- No cell phone use while doing Community Service. Handle personal phone calls before or after. Listening to music at a low level with earphones is allowed.
- Only access areas where you have been assigned. Please do not wander the property or access unassigned areas.
- Alcohol and illegal drugs of any kind are not allowed.
- Large bags and/or backpacks are not allowed.
- Use equipment properly and take care to prevent damage to the equipment and property. Always return equipment to its storage place after use. No use of personal vehicles, tools, supplies or equipment.
- Please no solicitation of your personal services or business while doing Community Service.
- Do not come if you are sick.
- Wear appropriate clothing. This means no revealing clothing. This includes halter tops, short shorts, sagging pants, pajamas, house shoes, swimsuits, low cut shirts/blouses, clothing with vulgar language, or clothing in poor taste.
- Violation of the expectations may result in termination from Community Service work at Victory.
- Children are not permitted to accompany you during Community Service work.
- We cannot provide any written verification of hours.
- Please note: We cannot speak with your Parole Officer.

Safety Expectations

- REPORT ALL ACCIDENTS.
- Weapons of any kind are not allowed (guns, knives, etc.).
- Attire must conform to safe wear. Wear tennis shoes. No sandals or flip flops.
- Use safety gear. Use gloves when cleaning. Safety glasses as required.
- Wet floor signs must ALWAYS be used when mopping and to address any dangerous slip hazards such as spills. Avoid walking on wet floors if possible.
- Stay in your assigned area. Do not wander throughout the property or access unassigned areas.

- Familiarize yourself with the emergency exits and fire alarms.
- Report any unsafe conditions right away.
- Inform of any allergies or sensitivities that may affect your work such as to cleaning chemicals.
- No use of equipment requiring special training/license. No use of the golf cart.
- LIFTING – Take care when lifting. Use your legs to lift objects. Lift trash bags with both hands into the garbage dumpsters without swinging the bags over your shoulder. If you are concerned about lifting a heavy object or have any doubt, do not lift it. For heavy trash, lift with another person if needed.
- Do not use ladders or reach to high places without permission.
- Do not stand on furniture to clean (for example, chairs, tables or desks).
- Violation of the safety expectations may result in termination from Community Service work at Victory.