



Home cooking with a delicious mission.

Required Community Service Volunteer Application & Agreement

(Applications may take up to 5 days for approval)

Date _____

Name _____ DOB _____ **18 or older? Y / N**

Address _____ City _____ ST _____ Zip _____

Email _____ Phone _____

Type of Community Service: ☐ Court Mandated ☐ Housing Subsidy ☐ Education

☐ Other, explain _____

If education, what school? _____

Emergency Contact _____ Phone _____

Relationship _____

Number of hours required to serve _____

Date hours must be completed by _____

Caseworker, Probation Officer or Teacher/Professor:

Name/Title _____

Address _____ City _____ ST _____ Zip _____

Email _____ Phone _____

For court mandated community service only:

Each court mandated community service volunteer, age 16 and up, will be checked against the National Sex Offender Public Registry. No one who is a registered sex offender or who has been convicted of a crime against children will be allowed on Grace Café property. Grace Café retains the right to refuse community service hours to offenders of violent crimes and others deemed to be “high risk.”

Please describe the nature of your offense _____

Do you have previous restaurant experience? Y / N

If yes, please explain _____

Do you have any health concerns or medical problems that should be brought to our attention? Y / N

If yes, please explain _____

Are there any activities that you would be incapable of doing? Y / N

If yes, please explain _____

Rules of Conduct:

- All volunteers must complete a Liability Waiver.
- Volunteers under the age of 18 must have a parent or guardian sign this agreement. Volunteers under the age of 14 must have a parent or guardian with them at all times at the Café.
- All volunteers must be present and on time for scheduled shifts. Should you need to cancel a shift, 24 hours notice is required and you must delete your spot on SignUp.com. If you are unable to give 24 hours notice, please email info@gracecafekey.org or call the Café at (209) 859-2529. No shows and/or chronic absenteeism will automatically be disqualified from future volunteer service at the Café.
- Volunteers must cancel their shift if they have been sick within the past 24 hours. If a volunteer misses three consecutive shifts due to illness, a doctor's note will be required to return.
- Volunteers must work the entire schedule shift (10:45am – 2:15pm and 7:45-11:15 am on Saturday) unless other arrangements have been made.
- Grace Café is a drug, alcohol, and tobacco free workplace/campus.

- All volunteers will comply with all Café rules, policies and procedures created and implemented by the Executive Director and Café Manager.
- Appropriate workplace attire is required. Clothes must be clean, free of stains and rips. No halter-tops, basketball tank tops or other revealing clothes will be allowed. Closed-toed, nonslip shoes are required.
- Each volunteer will be given a 20-minute break mid-shift and provided with a meal at no charge. Additional breaks must be approved by the Café Manager.
- Grace Café retains the right to monitor volunteers for excessive or inappropriate use of cell phones. If a volunteer's cell phone usage causes a decline of productivity or interferes with Café operations, we will insist that the cell phone be put away and further usage will be banned during the shift.
- Each volunteer will comply with all safety and sanitation policies as outlined by Café Management.
- Volunteers will cooperate fully with all staff and other volunteers at all times.
- Volunteers must treat customers with the upmost respect and courtesy, and provide an excellent level of service at all times.
- All Café volunteers will ensure that all social media posts, blogs and internet content will not misrepresent, degrade or undermine Grace Café, our mission, staff, other volunteers, or customers.
- Firearms or weapons of any kind are not allowed at the Café

Grace Café retains the right to dismiss any volunteer and terminate any future involvement for work performance is that is unsatisfactory or for unacceptable behavior. Probation Officers, Case Managers and Schools will be notified should a volunteer be dismissed for unsatisfactory performance.

Volunteer Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Café Representative _____ Title _____