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**City of Salem, Parks Operations, Community Service information**

**1457 23rd St. SE Salem, OR**

**Check in is at the North employee door. Please wait to be let in.**

It is the intention of the City of Salem Parks Department to provide those with court-mandated community service hours an opportunity to fulfill their court obligation by working to maintain the parks in Salem, OR.

**No one under 18 years of age may work**

**Reporting & Hours of Operation**

Report on time to the address listed above. Hours of operation are as follows:

Monday- Friday 7:00am-3:00pm

Saturday & Sunday 7:00am-3:00pm

**\*First 6 workers in line will be able to sign in for work on weekends**

**Dress Code**

Long pants/shorts, work shirt, tennis shoes or work boots. No sandals or open-toed shoes, no clothing with vulgar words or pictures. No clothing with drug related verbiage or pictures. Rain gear and a warm jacket are recommended during the colder/wet seasons.

-Rain gear is available to borrow upon request-

**You will be asked to leave if you are not wearing the proper attire.**

**Parking**

 Parking is available in the employee parking lot. Overflow parking is available on Oxford St. (See attached map)

**Responsibilities**

1. Attendance & Reporting- It is the community service workers responsibility to arrive on time and sign-in on the appropriate clipboard. **Leaving the job site early without permission or previous approval will be treated as a no show/no call and hours worked will be forfeited.**
2. Work ethic- Community service workers are expected to conduct themselves as if they were a Salem Parks employee. You are expected to complete your work in a timely and efficient manner, taking breaks and lunch when appropriate. **After being warned, if adequate effort is not exerted, workers may be asked to leave the job site and forfeit hours worked for the day. Workers may not be allowed back in the future to perform community service.**
3. Attire- Dress code is listed above. **Failure to arrive in proper clothing, will result in worker being asked to leave for the day**.
4. Time Sheets- It is the responsibility of the worker to sign in on the appropriate clip board as well as bring any documentation required by court. **No time recorded, is the same as not working.**
5. Drug & Alcohol- Under no circumstance is a worker to consume alcohol or be under the influence of any illegal substance (including marijuana) while working for the City of Salem Parks Department. **Failure to comply will result in you being asked to leave, and you will forfeit hours worked for the day. You may also be sent back to court for reassignment.**
6. Park position- This position is equivalent to that of a Parks Laborer. You are expected to be able to lift-up to 50 pounds, and/or stoop and bend all day.
7. Food and Beverage- Food & water are not provided. Workers are expected to bring lunch/snacks & water with them.
8. Smoking- Smoking is permitted only in a designated smoking area. City parks and city trucks are non-smoking.
9. Cell phones- Cell phones allowed during your breaks and lunch period.
10. Injury- If injured on the job, you must report the accident immediately to a member of parks staff.
11. Personal Protective Equipment- Workers will be provided with the proper PPE for certain work tasks that require the use of power equipment. **Failure to use PPE may result in injury and worker will be asked to leave the job site and forfeit hours worked.**

\***If you fail to follow our policies and procedures, you will be warned once before being sent home, and hours worked will not be recorded.**

Any questions regarding this process, please contact Amanda Sitter at 503-589-2197