

## SUMMER QUEST

### GENERAL RULES, POLICIES AND PROCEDURES

1. **Dress Code**

Please dress appropriately for a work situation. Do not wear short shorts, tank-tops, halter tops, hats, or cut-offs.

2. **Behavior**

Running, shouting, swearing, or other distractions while on library property will not be tolerated.

Please do not chew gum or eat while you are working. Drinks and food are not allowed in public areas.

3. **On Duty**

Sign in and out every time you work. Inform your supervisor when you arrive, take a break, and when you are leaving.

You are allocated one 10-minute break during your shift.

Wear your name tag at all times.

Smile, be patient, and helpful. Remember to say Please and Thank You. It portrays a good public service attitude.

Assisting patrons at the Summer Quest desk is your first priority. Please review the job description.

Make sure pencils, notebooks and all program supplies are organized and available.

4. **Visitors**

Please do not socialize with friends or family while you are working.

The telephone may be used only in an emergency or to make arrangements for transportation.

5. **Responsibility**

**YOU MUST COMMIT TO WORKING at least 1 shift each week for a minimum of 8 weeks during the summer program. If you do not work the minimum weeks you may not be invited back to participate in the program next year.**

Show up 10-15 minutes before your shift every day of your assignment.

**Let your supervisor know a week or more in advance of any planned absences so a substitute can be found.**

If the unexpected occurs on the day of your assignment, immediately call your supervisor to explain your delay or absence.

Do not show up unexpectedly on your days off. If you want to work extra hours, arrange it with your supervisor first.

Please give your supervisor two weeks notice if you have to resign.