

MEET UP LOCATION:

5 S. Western,
OKLAHOMA CITY, OK 73106

*PARKING LOT
NEXT TO MCDONALDS*



TRANSPORTATION:

- A van marked "Oklahoma County" will provide transportation to and from work sites for those who wish to work full days.

WORK REQUIREMENTS:

- You will be instructed on the sign-in process when you arrive. You do not need to keep track of your hours. Hours will be sent to the Community Service Office by the Shine crew at the end of the day.
- **You must work at least 4 hours per shift for your hours to be counted, Unless** you have fewer than 4 hours left to complete. You **DO NOT** have to work more hours than you were assigned.

Breaks: Lunch breaks are 30 minutes and **do not** count towards your time. You are responsible for bringing a packed lunch or money for food. Mini breaks are also provided throughout the day which does go towards your time.

DRESS CODE

ATTIRE: Please dress appropriately (**no short shorts, crop tops, or clothing with offensive language**) and for the weather. **Closed-toed shoes are mandatory.** Bright or neon shirts are recommended, but safety vests will be provided.

ITEMS TO BRING

- Work/Thick Gloves - **Strongly Recommended**
- Water Bottle - Recommended
- **YOUR SCHEDULE (ONLY REQUIRED)** IF YOU CAME TO THE COMMUNITY SERVICE OFFICE AND SIGNED UP YOURSELF.
- **YOUR ID - REQUIRED EVERY TIME YOU ATTEND** (If you do not have an ID, make sure to speak with your Case Manager, Probation Officer, or Coordinator before you decide to attend so someone can provide a form of identification to you or on your behalf).

If you forget your schedule or ID, you will have to return another day.

NOTE: "Pickers" (tools for picking up trash) are **not** allowed for safety precautions unless you have a medical condition. A doctor's note on letterhead with a recent date is required to present to the Crew Chief.

WORK OPTIONS:

You Must Be On Time As The Van Cannot Wait For You. Please Arrive At Least Five Minutes Early.

FULL DAY SHIFT:

- MONDAY - FRIDAY:
7:00AM - 3:30PM
- SATURDAY - SUNDAY:
8:00AM - 4:30PM

HALF-DAY SHIFTS:

MORNING:

- MONDAY - FRIDAY:
7:00AM - 11:00AM
- SATURDAY - SUNDAY:
8:00AM - 12:00PM

AFTERNOON:

- MONDAY - FRIDAY:
WORK BEGINS AT
11:30 - 3:30
- SATURDAY - SUNDAY:
WORK BEGINS AT
12:30 - 4:30

IF WORKING HALF-DAY IN THE MORNING, YOU WILL NEED TO FOLLOW THE VAN TO THE JOB SITES IN YOUR OWN VEHICLE. IF WORKING HALF-DAY AFTERNOON, CONTACT THE SHINE PHONE AT: **405-627-5054** TO MEET UP WITH THE VAN AT ITS CURRENT LOCATION.

For Days with inclement weather please contact the Shine phone to verify the crew will be working.

SHINE INQUIRES CALL:

SHINE PHONE: 405-627-5054

MONDAY - SUNDAY

SHINE OBSERVES FEDERAL
HOLIDAYS AND WILL BE CLOSED.