



302 E Market Street \* Chatsworth GA 30705  
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## COMMUNITY SERVICE WORKERS GUIDELINES

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- Be at the Keep Chatsworth-Murray Beautiful parking lot by 7:50am
- Unfold probation sheets and place in the folder
- Gloves are available in the office, both latex and jersey
- Vests and gitters can be found in the shop, vest must be worn at all times (with the exception of lunch)
- Lunch at 11:00am, PROMPTLY returning at 11:30am
- Dress appropriately for work and walking
  - NO flip flops or slippers; RECOMMEND boots, tennis shoes or walking shoes
  - NO short shorts; RECOMMEND long pants, minimum Bermuda shorts
  - NO halters or sleeveless tops; RECOMMEND long sleeves, minimum t-shirt
- We recommend that you spray with a product such as OFF or CUTTER in spring and summer
- Please refrain from using cell phones during work hours
- NO vulgar or profane language, NO yelling or gesturing at civilians
- NO CIGARETTE LITTER ON YARD
- If you drive, please park outside the fence along Market Street, please DO NOT BLOCK THE MAILBOX
- If someone drops you off or picks you up, please have them do so outside the fence
- ALWAYS BE SAFE

# YARD / SORTING GUIDELINES

- PICK UP LITTER AROUND PERIMETER OF YARD FIRST THING EVERY MORNING
- TRASH GOES IN BLACK, WHITE OR ORANGE BAGS, ONLY PLASTIC RECYCLABLES IN BLUE BAGS
- NO LOOSE RECYCLABLES AT THE END OF THE DAY
- ALL GREEN BINS EMPTIED BEFORE DISMISSAL
- ALL TRASH AND BLUE BAGS MOVED TO THE APPROPRIATE BIN BEFORE DISMISSAL
- ALL UNSORTED BAGS STACKED AGAINST BACK WALL BEFORE DISMISSAL
- ALL LITTER, INCLUDING LIDS, TO BE PICKED UP FROM YARD PRIOR TO DISMISSAL
- NO CIGARETTE LITTER ON YARD
- PLASTIC



- Only PETE and HDPE plastics are acceptable, all other plastics go in trash (look on the bottom of the container to find symbol)
- REMOVE ALL LIDS BEFORE BAGGING
- Leave filled blue bags on yard until end of the day
- Motor oil bottles, antifreeze bottles, yogurt cups, margarine tubs, sour cream tubs, plastic bags and plastic lids are trash
- GLASS
  - REMOVE LIDS, metal lids go in Bi-Metal bin, plastic lids go in trash
  - Blue glass goes to FREE STUFF, brown, green and clear glass go into the marked carts on the yard
  - NOBODY other than staff allowed to transfer glass into boxes
- PAPER AND CARDBOARD
  - Corrugated cardboard goes into shop for baling
  - All other paper goes into the trailer
  - Stack telephone books in the back of the trailer, do not mix with other paper
  - Waxy milk and juice containers are trash
- CLEAN PEANUTS GO INTO SHOP
- ELECTRONICS GO INTO BOXES IN THE SHOP
- ALUMINUM AND BI-METAL
  - ONLY aluminum beverage cans go into aluminum bin
  - All other metal goes into metal bin, including aluminum foil, pie tins and batteries
- PUT ASIDE ITEMS WITH “Box Tops for Education” can be found on Betty Croker products, Fiber One products, Bisquick, Nestlé Juicy Juice, Cereals: Cheerios, Cascadian Farms, Chex, Cocoa Puffs, Cookie Crisp, Curves and Disney Cereals, Kix, Lucky Charms, Nature Valley, Total, Trix and Wheaties), Green Giant Frozen Vegetables, Totino’s Pizza Rolls, Hamburger Helper, Old El Paso, Pillsbury, Yoplait, Cottenelle, Huggies, Pull Ups, Avery, Ziplock, Scott, Kleenex and Hefty Products)
- PUT ASIDE ITEMS WITH “Labels for Education” can be found on Campbell’s Soups, Franco American, Pepperidge Farms, Spaghettios, Swanson Products, V8 Beverages and Prego
- PUT ASIDE LIDS AND CARDBOARD BOXES FOR COCA-COLA PRODUCTS