



Community service Criteria List

Dress code

Long pants are required
Shirts must have no graphics (no printed images), no tank tops, or visible bra straps
Closed-toe shoes are required; no sandals
Tattoos must be covered
Piercing jewelry must be removed or covered
Electronic monitoring devices (ankle bracelet) must be covered

Breaks

Lunch: you must check out at front desk

Behavior

Watch language and topics of conversation (this is a family-oriented place)
No conversation of personal nature with anyone

Smoking

No smoking is allowed on the premise if you are working 4 hours or less.
Smoking is allowed during your lunch break and ONLY in the back of the shop if you are here for a full day work

Cell Phones

Leave your cell phone in your car. The use of the cell phone is prohibited during work hours

Heard Museum utilizes the Community Service (CS) personnel from Tuesday thru Friday from 9 AM to 5 PM. Saturday is on as needed basis.

CS volunteers are checked in at 7:30 AM.

Heard Museum does not take reservations for the CS volunteers. We will take in as many as we need on a given day. Most days we get many more CS volunteers than we need. Therefore, there will be days that some may be turned away.

All telephone inquiries must be made to 972.562.5566 Ext. 221

All community service workers are required to be under the supervision of a Heard Staff supervisor. If they have completed their assigned task, or need to leave the work site where they were assigned (for any reason), they need to inform their supervisor before leaving the site. If they cannot communicate with their supervisor, they must inform the front desk so that their whereabouts are always known.