



## Guidelines for Workers

- JC Shovels workers are activated after the conclusion of a snowstorm with total accumulation of at least two (2) inches of snow.
- The City will provide JC Shovels workers with a shovel, a hat, a pair of gloves, and a backpack with rock salt.
- In the beginning of the winter season, workers will be assigned certain homes that are your responsibility throughout the season. Coach Collins or Cliff Perkins will call JC Shovels workers each time there is a need to proceed with the shoveling.
- JC Shovels workers are not to accept money or tips for shoveling. Workers may not enter the homes of any disabled/senior individuals. Please avoid contact with seniors at all times.
- After shoveling at each of your assigned addresses is complete, please text or email a photo of each completed job, along with the street address to [cperkins@jcnj.org](mailto:cperkins@jcnj.org).
- If you do not have a mobile phone, you will receive a number to call from your home phone after completing the shoveling at your assigned addresses.
- **IMPORTANT!!** Please wear the City-issued hat and gloves for each work assignment so the seniors will recognize you as part of the JC Shovels Program. Do not knock on doors or ring doorbells or buzzers when you arrive. If you cannot fulfill one or more of your assigned shoveling addresses, please contact Coach Collins as soon as you can.

*Thank You*