



# Transportation / Driver

## SPRINGS United Team Application

[https://docs.google.com/forms/d/e/1FAIpQLSdJTBf-VSbUa8\\_c7vG\\_vCpe1TjWuKMBo6TvhU1sO8Coe7cKA/viewform?usp=pp\\_url](https://docs.google.com/forms/d/e/1FAIpQLSdJTBf-VSbUa8_c7vG_vCpe1TjWuKMBo6TvhU1sO8Coe7cKA/viewform?usp=pp_url)

### Transportation Team Lead

Lead and Oversee Department for Success

### Transportation Team Assistant(s)

Assist Team Leader for Success

### Quality Control

- Come Prepared for Maximum Team Collaboration (Paperwork & Checklist)
- Teamwork
- Communication
- Leadership is held at the Highest Responsibility and Accountability.

### 1. Transportation

- a. Volunteers Share a ride
  - i. Accept Gas money
- b. Pick up Food
- c. Deliver Food
- d. Transport Event and or Ministry equipment

### 2. SIMC Registration for Food Allocation

- a. All Volunteers must be registered in the SIMC System before taking any foods

### Dress Code & Personal Hygiene Policy

- Consider who we are serving and the impact that we are making.
- All volunteers should have good hygiene and proper grooming at all times.
- Maintain personal cleanliness by bathing regularly.
- Oral hygiene (brushing of teeth) required.
- Neat and groomed hair, sideburns, mustache and beards.
- All clothes should be well maintained and clean at all times and should be free of holes, tears or rips. Team T-shirts are free of wrinkles. Jeans and pants are not torn or tattered.
- All volunteers are to dress respectfully, which means avoiding inappropriate or revealing clothing.

Team Green T-shirts are required during our Pantry days and Event Days. Free of wrinkles. You may purchase a Team T-shirt from us for \$10. Day loan T-shirts are \$5.

(Exception: Blue T-shirts are in size 3x)

(we encourage you to donate your Green T-shirt at the end of your season with us. Thank you.)

Blue or Black Jeans. Blue or Black pants are acceptable.

Shoes: Comfortable, enclosed toe. Prefer Plain: Black or White.

Baseball caps and Beanie hats must be approved.

Long sleeve shirts may be worn under your Team T-shirt. Prefer plain in colors of Black, Blue, White, Green.

Our Name Tags are worn on the Left side of the arm on the Team T-Shirt.



**More Details and Descriptions coming soon.**

## All Team Departments

**Whatever you do [whatever your task may be], work from the soul [that is, put in your very best effort], as [something done] for the Lord and not for men, ~ Colossians 3:23**

1. **Volunteers arriving 8:30am - 8:50am** (Please do not be LATE)
2. **Volunteers Check-in & Name Tag, Entered in SIMC**
  - a. If the Volunteer is not on the schedule, The volunteer must be approved before they get a name tag and enter!!!
3. **Team Meeting at 9:00am**
4. **Department Team Meetings**
5. **Finalize Set up** (Cold Foods, Meats, Vegetables...)
6. **All Volunteers at Stations at 9:55am**
7. **Bible Study with all Volunteers 10-10:30am** (Doors are Closed)
  - a. All Volunteers are encouraged to engage
8. **General Public shopping 10:30-12:30**
9. **Volunteer shopping 12:30** (Bring coolers)
10. **Clean up 12:30-1:30pm**
11. **Family Meal 1:30pm**
12. **Debrief & Share Testimonies**

### All - Team Members and Volunteers

- **SPRINGS United is Jesus's ministry**
  - We are the Faithful Labors, God has BIG Plans for His Ministry
  - Everything belongs to God, We are the caretakers.
- **We are here to 1st Be servants of the Lord Jesus Christ and our Kingdom of God.**
  - **Come in with Service Attitude**
  - Humbleness and Obedience is required. Everything else added is a Blessing.
- **We are Servant Ministers, present yourselves as a minister representing our Kingdom in Glory.**
  - Kingdom Culture, SPRINGS United Corporation Kingdom Culture
  - Be Responsible
  - Appearance, Attire, Posture, Language, Speech
  - Team Activities Participation is Required
- **Attitude & Confidence**
  - Attitude - Confident, Royalty
  - Good Posture - Stand Tall,
  - Speech - Clear, Kind, Think before Speaking
- **Dress Code and Appearance**
  - Professional, Clean, Team TShirt
    - Front of Team TShirt:
      - No Jewelry or name tag
    - Ironed, Pressed, Free of Wrinkles
    - Prefer: Jeans, Black Pants - No sweat pants, tights, torn, holes, wrinkled, ungodly
    - Hair: Shaved, Cut, Trimmed, Tidy
    - Jewelry: Minimum, Dainty
    - Make Up: Minimum, Neutral/Natural Colors
- **Take ownership of your position**
  - Respect and comply with your leaders
- **Check the schedule on the website**

- Familiarize yourself with our ministry and updates.
- **On Time or Early**
  - Connect with your leaders
  - Read and respond to messages & Register early for scheduling
  - No Call / No Show means you don't care about your Team and our Ministry.
- **Check In/Check Out**
  - Must be registered and accept all Terms and Conditions
  - Check in with your Team Leader/ Volunteer Lead
  - **All Greet on another when entering and Goodbyes when leaving**
  - **Set up & Break Down**
    - Break down - Clean up and put everything back to original location
    - Bathrooms to be cleaned, Floors swept and mopped.
  - **Check out & Sign out with your leaders!!!**
  - **Procure each event to be better than the last.**
    - Push yourself to grow, be stretched, be a better version of you each month.
    - Don't put limits on yourself, Don't Limit what God can do to you and through you!
    - Desire for Great Possibilities, Ask God to show you how.
- **Registration is Required.**
  - Terms and conditions must be accepted.
- **Shopping**
  - NO Stashing, Stealing!! Extras at the end must be approved.
  - Don't let Temptation destroy souls.
  - Keep your teammate accountable.
  - Shop Buddy System
  - Take everything to your car.
- **Parking**
  - Leave Front and Side parking for Shoppers
- **Boxes**
  - Break down and Stack to be taken to the Trash.

## 1. Overseer

- a. Make sure Leaders have everything to be successful
- b. Oversee the ministry
- c. Procure each event to be better than the last.

## 1. Take ownership of your position

- a. **Print your check list before coming in**
- b. **Work with your Team Leaders for information needed to be successful**
- c. **Take notes to improvements**
  - i. Have a notepad and pen at all times.
- d. **Check the schedule on the website**
  - i. Direct your team members to go to the website and familiarize them with our ministry and updates.
- e. **Know your team members**
- f. **Team Talk**
  - i. Rules
  - ii. What to expect Over All
    1. What to expect at this event
  - iii. Job Descriptions
  - iv. Set up to Closing
  - v. **Checkin and Checkout with you before they leave!!!**
- g. **Leaders, Watch Volunteers and Train your volunteers. Are they doing their job correctly and properly?**
  - i. Give volunteers encouragement and Thank yous.
  - ii. Report to Team Leaders who are Team players and who are strong and who are weak...
  - iii. Watch who works from the beginning to the end.

- h. Make sure your team has everything to be successful.
- i. Direct your team for changes, Weather, registration, schedules on the website
- j. Supplies**
  - i. Print all your paperwork before coming in
    - 1. Team Schedule
    - 2. Pens, Paperwork, Clipboards, Highlighters, Stickers, Tape...
    - 3. Print out what you will be talking to your team about
- k. Presentation**
  - i. Dress for Success
  - ii. Know your posture, your Body language, your speech.
- l. Family Meal** - Leaders are encouraged to stay and fellowship.

**Thank you for being an Amazing BLESSING!**