



VALLEJO COMMUNITY ORGANIZATIONS RECYCLING, INC.  
38 Sheridan Street Vallejo, CA 94590 (707) 645-8258 FAX (707) 553-2784  
Web Site [www.VALCORErecycling.org](http://www.VALCORErecycling.org)

**VALCORE Member Group Saturday Assignments:**

- Saturday mornings at VALCORE are workdays.
- Come in work cloths & be prepared to get dirty!
- Your Saturday work assignment is from 9 AM – Noon.
- Your group should send 2-4 adults ; please have 1 adult for every 2 children under 10 yrs old
- Please sign-in at the Office at 9 AM; a VALCORE Supervisor will give your group an orientation & a list of your jobs for that day.
- Please observe safety precautions & use the safety equipment provided by VALCORE when completing your jobs.
- HAVE A GREAT TIME! & **THANK YOU** for working at VALCORE.

**List of jobs you may be asked to do at VALCORE:**

*This list is not in order of priority. Ask your VALCORE Supervisor what your group should focus on for the day.*

- Greet donation customers & help them unload their cars; good Customer Service is VALCORE'S highest priority. *Now it is listed first! I think this should be identified as a priority job to move the customers through as fast as possible. Exceptions to this being in you are involved in something like turning the compost bins, painting etc. It is annoying to customers when there are clearly people working and no one comes to talk to them and/or help unload their cars.*
- Wash barrels for buy back
- Clean, sweep, mop (if necessary), and organize the donation bins
- Sweep the entire yard including between & behind the commodity bins
- Clean, sweep, mop (if necessary), the ReUse Barn
- Organize & straighten materials on the shelves in the ReUse Barn
- Make a WRITTEN inventory list of materials in the ReUse Barn for updating our website [www.VALCORErecycling.org](http://www.VALCORErecycling.org); give the inventory list to your VALCORE Supervisor.
- Tally the "TAKEN" & "DONATED" inventory logs hanging on the wall in the ReUse Barn; give tallied sheets to your supervisor.
- Replenish the supply of blank "TAKEN" & "DONATED" inventory logs hanging on the wall in the ReUse Barn (this may include using the copy machine in the office to make more log sheets.
- Wash & sort recycled bottle caps
- Tally the Member Group hours worked logs in the sign-in book in the office; leave completed sheets in the book.
- Replenish the supply of Member Group Sign-in log sheets in the book (this may include using the copy machine in the office to make more log sheets & using a 3-hole punch so the sheets will fit in the book.
- Sweep outside the yard along the fence & sidewalk
- Pull weeds inside & outside the yard; please put the weeds into one of the compost piles.
- Clean the lunch area: sweep, wash tables & chairs
- Water the container plants
- Fertilize the container plants by spreading compost on top of soil or watering with compost tea
- Sweep around & under the trailer
- Clean the barrel wash area including the narrow strip of dirt between the concrete & the fence.
- Sort paper in the donation bins
- Address the DR6 forms (this requires firm, legible handwriting!)
- Sweep & mop the floor in the office
- Empty the trash & recycle bins in the office
- Dust, straighten & organize the supply shelves in the office
- Clean out the refrigerator & microwave in the office
- Scrub the hand-wash sink located beside the porta-potties in the yard

The following jobs may require special tools or skilled workers & you may get extra dirty.  
You will be notified at least 2 weeks ahead of time if you will be assigned these jobs on your Saturday workday.

- Turn the compost piles & harvest finished compost; clean the area when finished
- Paint platforms in front of the commodity bins
- Paint stripes around the yard that designate driving & walking lanes
- Wash the truck