

Jumbo Drop Collection 2009 | Tufts Recycles! c/o Institute of the Environment, Miller Hall rear

We are very happy that you are interested in working for Jumbo Drop! You will be notified of your shift(s) as soon as we can process your application.

Please read the following very carefully.

Responsibilities

- Collect, move, sort, clean and pack items. This is very hands-on and hard physical work!
- Bring your cell phone. The project coordinator is Dawn Quirk, please keep her cell number handy: 617/908-7862.
- Do not wear sandals (closed shoes like sneakers only).
- Wear comfortable old clothes that can get dirty.
- Dress appropriately for rain because you will be working outside regardless of weather.
- You will be given only one pair of work gloves. It is your responsibility to bring them to your shifts and to keep track of them. We will not provide replacement gloves.
- We suggest bringing a portable refillable drink container.

Payments and Benefits

It is your responsibility to sign up for payroll. Your payroll will not be processed until you sign up and inform Dawn Quirk that you have done so. See Linda O'Loughlin at 520 Boston Ave between the hours of 9:30-1pm, or 2:30-4:30, Monday, Wednesday – Friday (not Tuesday).

Pay: \$18 per two hour shift or \$22.50 per 2.5 hour shift.

Although unlikely, there may be times when your shift will be changed or canceled due to unforeseen events.

If you are not already on Tufts payroll because you have not worked a part time campus job within the last year,

Bring Linda 2 forms of ID; license, school ID, or voter registration card, and the other should be social security card or birth certificate. If you bring a passport you will not need additional identification. Tell Linda if you are not a US resident. You will be required to fill in an additional form. (you will be paid via check at Student Services, Dowling Hall.)

If you are already on Tufts payroll because you have worked a part-time job at Tufts within the last year, it is easy for you to get paid for working Jumbo Drop. Just give Linda your address, social security number, and D.O.B. She will also need a photo copy of your license or school ID.

If you are an international student: Follow the instructions above. If you have to sign up for payroll you will be required to fill in a special form and you will need to bring international forms with you (working papers, visa, etc.).

You must have a Social Security Number to work.

Meeting Site

Most shifts start at a designated meeting site which is typically at the Tufts Institute of the Environment, rear of Miller Hall across from Hillel.

First Dibs

You will get first dibs on items but you will have to buy the items at an "employee" rate. Clothing and books are free.

Meals

Jumbo Drop students are responsible for their own meals, including those who stay on campus late. The only exception is on our longest work days at which time you will be provided lunch (see asterisks on schedule). Inform Dawn Quirk if you have dietary restrictions.

Late Stay

A limited number of students will be granted a late stay to work for Jumbo Drop. Students staying past the date when seniors leave will be required to move into an apartment suite to finish out the week's work.