



Volunteer Memo

*Please read the following and sign prior to beginning your volunteer shift.
For volunteers under 18, the signature of a parent or guardian is required.*

Guidelines and Requirements:

1. Volunteers must be 14 years of age or older to volunteer in the Repack Room. It is unsafe to have children in the warehouse and the Food Bank does not provide child care. Please make proper arrangements to comply with our safety requirements.
2. All volunteers must schedule their shifts in advance. We cannot accommodate walk-in volunteers.
3. Please arrive on time, especially during our extended hours on Wednesdays and Saturdays. Late-comers risk not being able to participate due to operational necessity.
4. For purposes of safety and efficiency, Second Harvest Food Bank cannot accommodate volunteer groups of less than five volunteers or more than fifteen volunteers at one time.
5. Volunteers must enter and exit the building through the front entrance. Please sign in at the appropriate clipboard. (Volunteer groups require only the team leader to sign in the entire group.)
6. Dress appropriately for the assignment. Repack Room volunteers are encouraged to dress casually and comfortably, but must wear closed-toe shoes. Sandals will not be permitted. Also, for food safety purposes, please refrain from wearing jewelry whenever possible.
7. Be advised that there is no locked storage available for personal belongings. The Food Bank is not responsible for lost, stolen or damaged items.

8. Your safety is important to us! Please work slowly and carefully on repack projects. Be aware of your surroundings. Please cooperate with staff members that are operating heavy equipment and comply with their requests to stop working and step back until they have safely passed.
9. Cell phone use is not permitted in the warehouse. Volunteers are welcome to keep their cell phones on their person, but are asked to place and receive calls and texts in the kitchen or conference room.
10. If an accident or injury occurs, please immediately report it to a Repack Coordinator or nearest staff member. You will be asked to complete a brief report of the incident.
11. For food safety purposes, volunteers are required to practice good personal hygiene and comply with glove and hairnet requirements, where applicable. Eating, drinking, smoking and chewing gum or tobacco are not permitted in food-handling or storage areas. Please also use your best judgment and cancel your volunteer shift if you are sick.
12. Second Harvest Food Bank is a drug and alcohol free workplace. Volunteers are not permitted to use or work under the influence of alcohol or any illegal mind-altering substance while on premise.
13. Volunteers and staff are not permitted to take food products or other items from the warehouse for personal use. Food in the warehouse is not for volunteer or staff consumption. If you or someone you know needs food assistance, please speak to a staff member about following the appropriate procedure.
14. As ambassadors of the Food Bank, we anticipate that volunteers will work with integrity, enthusiasm and a cooperative attitude.
15. Second Harvest Food Bank of the Mahoning Valley reserves the right to terminate any volunteer assignment due to a failure to comply with staff instruction or Food Bank requirements and safety guidelines.

Volunteer Release and Waiver of Liability:

STATEMENT OF LIABILITY

Second Harvest Food Bank of the Mahoning Valley is not responsible for personal injury or property damage suffered or caused by a volunteer in connection with his or her volunteer activities. As a condition to serving as a volunteer, each volunteer is expected to maintain his or her own insurance and personal finances in covering these and other risks. The volunteer assumes the risk in services and duties performed at Second Harvest Food Bank, and understands that some activities may be hazardous to the volunteer, including but not limited to standing, lifting, bending and using equipment and tools.

CONFIDENTIALITY STATEMENT

Volunteers of Second Harvest Food Bank of the Mahoning Valley will protect the privacy of Food Bank donors, volunteers and recipients by maintaining strict confidentiality. Under no circumstance should a volunteer from Second Harvest divulge recipient or donor information to anyone outside of the organization.

CONSENT AND RELEASE

The volunteer (or legal guardian) hereby authorizes Second Harvest Food Bank of the Mahoning Valley, its affiliates, or those acting with its permission to use, reproduce, and distribute the volunteer’s name, voice, likeness, photograph, and/or any other representation of volunteer in connection with printed materials or other media it distributes, displays, transmits or exhibits. The volunteer releases Second Harvest and any consultants from any liability in connection with the use of such materials.

Agreement:

By signing below, I express that I have read and understood the above guidelines and requirements as well as the release and waiver of liability. I understand these policies and agree to abide by them as a volunteer at Second Harvest Food Bank of the Mahoning Valley.

Volunteer Name, Signature and Date

Volunteer’s Legal Guardian Name, Signature and Date (if applicable)

Volunteer Group or Organization Name (if applicable)