



The 6:35 Pantry Volunteer Policies

The 6:35 Pantry volunteers are extraordinary people, and we appreciate all their efforts. Please review the responsibilities and expectations below to decide if volunteering in the 6:35 Pantry is a good way for you to contribute your time. 6:35 Pantry appreciates your service and we will do our utmost to ensure that your volunteer experience is rewarding, productive and safe. We ask your cooperation in following these safety guidelines:

SCHEDULING

We ask for a minimum **commitment of three hours per scheduled week**. We will schedule staffing to ensure that all volunteers and their responsibilities are consistent and reliable for those who depend on us.

RESPONSIBILITIES AND EXPECTATIONS OF VOLUNTEERS

In general, 6:35 Pantry volunteers are expected to treat all customers as they themselves would like to be treated.

Be willing to work with people from a variety of racial, cultural, educational and economic backgrounds with various lifestyles and sexual orientation in an environment of respect and dignity.

Be respectful and courteous at all times toward staff, volunteers and participants.

Be punctual for your shift, which should include one half hour of set-up time prior to the time that doors open for clients.

Wash hands before handling any food, after using restrooms, and after eating or smoking.

Use plastic gloves at all times for bagging food (no exceptions).

Do not eat or drink while bagging or distributing food.

Write down your volunteer hours on the posted time sheet.

While duties may vary depending on circumstances, you can generally expect to be asked to assist with the following tasks.

Sort, bag and distribute food to customers.

Empty garbage in dumpster; breakdown all cardboard and store in designated recycle bin.

Sweep floors and keep free of hazards to prevent accidents.

Clean area between bagging each food item.

Assist with unloading of truck deliveries as needed.

DRESS CODE AND CONDUCT

Tank tops, short shorts and offensive clothing are not permitted.

All volunteers must submit a signed copy of the attached release form.

Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer.

Harassment of any kind is not tolerated by staff or volunteers. Any behavior intended to create discord or restricting volunteers or staff from working will not be tolerated. Report incidents immediately to 6:35 Pantry administrator Staci Carroll 618-292-5553.

The 6:35 Pantry assumes no responsibility for damage to or loss of personal property of volunteers. All personal belongings, purses, back packs, computers, iPods, cell phones, etc., should be left at home, or in your vehicle.

Smoking is permitted outside only; 25 feet from doors, windows and vents.

SAFETY

For the 6:35 Pantry the minimum age for volunteers is 12; volunteers between the ages of 12 and 18 must be accompanied by someone over 18 or their Youth Director.

Follow 6:35 Pantry administration instruction and complete duties as assigned. Ask for help, as needed.

Volunteers can be terminated without notice.

If you don't know what needs to be done, please ASK!

If you don't understand a procedure, please ASK!

Report possible safety hazards or unsafe activities to 6:35 Pantry administration.

Use proper lifting techniques, using your legs to push upwards, keeping your back straight and body balanced. Solicit the help of another person to lift objects over 20 pounds. Ask for help if you need assistance.

Running, shouting, horseplay (tossing food, etc.) is not permitted.

SAFE FOOD HANDLING

Wash hands before handling food, after break, smoking or returning from the restroom. Keep your work area clean.

Consuming food and drink is not allowed in food sorting, repack or delivery areas.

The 6:35 Pantry Volunteer Liability Release

Release from Liability: Volunteers with The 6:35 Pantry often work in warehouse conditions and their duties include, but are not limited to, lifting, working around and handling food products. Despite The 6:35 Pantry's efforts to provide a safe environment, injuries can occur.

Indemnification: I will indemnify The 6:35 Pantry, its agents, officers, and employees against all claims related to my or to my child's volunteering at The 6:35 Pantry—including, but not limited to, claims related to The 6:35 Pantry's negligence—and against all attorney's fees related to these claims.

Laws and Safety Rules: While volunteering for The 6:35 Pantry, I and/or my child named below will follow all laws, including, but not limited to, all laws related to motor vehicle registration and insurance. We will also follow all building safety rules and other volunteer policies of The 6:35 Pantry.

Medical Emergencies/Treatment Authorization: If while volunteering I or my child are injured or a medical emergency arises, I hereby authorize the 6:35 Pantry to take appropriate action and to seek medical treatment for me or for my child.

Volunteers Under Age 18: My child named below will be accompanied to The 6:35 Pantry facilities and/or volunteer activity with an adult who will remain on the premises to supervise my child.

_____ (initial here to allow) **Photo Release:** I hereby give The 6:35 Pantry permission to publish images of me and/or my child named below for purposes of promoting The 6:35 Pantry mission, services and programs in any medium.

I have read and understand my responsibility to follow these rules while I am a volunteer for the 6:35 Pantry and any related activity.

Volunteer Activity (Sort, Warehouse, Office, Special Event): _____

Name (please print legibly) _____

Street Address: _____

Phone: _____ Email: _____

Emergency contact, who can direct medical personnel, if necessary: _____

Phone: _____ Relationship: _____

Name of authorized chaperone for youth under age 18: _____

Signature & Date

If under 18, Parent or Guardian Signature & Date