

Volunteer Agreement



Second Harvest Food Bank appreciates your services and we will do our utmost to ensure that your volunteer experience is rewarding, productive and safe. We are committed to respecting your skills and individual needs within the limitation of these requirements. We ask your cooperation in following these guidelines.

Rev. 07/2017

- Come dressed to volunteer. Closed toe shoes and long pants are required for food sorting. Sandals, sleeveless shirts, shorts, revealing or offensive clothing are not permitted. All volunteers must wear a name badge for easy identification.**
- Follow staff instruction and complete duties as assigned. **For safety reasons, use of ear buds and cell phones in the sort room is prohibited.** Volunteers leaving before the end of a shift must advise staff.
- Any volunteer requiring a time card for court ordered or school credit hours must get a staff signature at the end of the shift. Volunteers may use smartphones to take pictures of the time card until completion. Upon completion, the time card will be provided to the volunteer. Second Harvest will not provide additional letters, verify hours electronically, sign third party time cards, or issue replacement copies of timecards in the event of loss. Volunteers assume all responsibility for documenting hours.
- All personal belongings, purses, backpacks, computers, etc., should be left in your vehicle out of sight. Second Harvest Food Bank assumes no responsibility for damage to or loss of personal property of volunteers.
- Health and Hygiene** – If you are ill, refrain from volunteering. Proper hygiene is required as well as handwashing before handling food, after break, smoking or returning from the restroom. Keep your work area clean.
- Be safe. 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.
- Only the Food Bank staff may operate forklifts or electric pallet jacks. Only trained adult volunteers may operate the baler, compactor or hand pallet jack. Youth volunteers may not work around forklifts, pallet jacks, compactor, and baler or participate in the loading and unloading of vehicles while power equipment is present or the operation of fleet vehicles.
- Running, shouting, horseplay (tossing food, etc), riding pallet jacks, walking or stepping on pallets is not permitted.
- Food or any product may not be taken from the warehouse or food sorting areas. Unauthorized possession will be considered stealing and will lead to immediate discontinuation of volunteering.
- 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 staff.
- Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer. Smoking, if allowed, must be in designated areas only.
- Warehouse youth volunteers (ages 14-17) must have a parental permission slip in order to volunteer.
- In cases of volunteer activities at distribution or partnering agencies, age and work requirements must be verified by each particular site and their requirements adhered to.

I have read and understand my responsibility to follow these rules while I am a volunteer for any Second Harvest Food Bank activity. If I am ill, I will refrain from volunteering. Any injuries will be reported immediately to staff. I understand that I will be asked to discontinue volunteering and leave the premises if I do not follow these requirements and show good judgment.

Site Location: Cypress Bing Curtner Other Location: _____

Volunteer Print Name: _____ **Date:** _____

Address: _____ **City** _____ **State/Zip** _____

Volunteer Signature _____ **Phone** _____ **Email** _____

Organization/Group Name: _____ **Employer** _____

Emergency Contact Name: _____ **Phone:** _____

CURTNER CENTER
750 CURTNER AVENUE
SAN JOSE, CA 95125-2118
408.266.8866 (PHONE)
408.266.9042 (FAX)

BING CENTER
1051 BING STREET
SAN CARLOS, CA 94070-5320
650.610.0800 (PHONE)
650.610.0808 (FAX)

CYPRESS CENTER
4001 NORTH FIRST STREET
SAN JOSE, CA 95134-1503
408.266.8866 (PHONE)
408.266.9042 (FAX)