

Welcome and thank you for volunteering at the Thurston County Food Bank.

Before you begin volunteering you must read and sign the volunteer procedures and safety sheet. A tour of the food bank will be provided.

Each day please sign in with the time you arrive and leave, in the white book on the kitchen table, in order for food bank staff to track your volunteer hours. This information is required for various reasons, one of which is to provide to Labor and Industry coverage in case of an accident while you are volunteering.

A coat rack is provided in the kitchen area for coats. All purses or other valuable belongings should be left in the front office for safety. There is a refrigerator in which to leave your lunch or other items which need to be cooled. Volunteers take a break from 10:00 – 10:15 and lunch from 12:00 to 12:30. There is no break in the afternoon. A microwave, dishes, silverware, and coffeepot are provided for your use. Please bring your own food from home. Aprons are hanging behind the kitchen door if you wish one. It is important that before you begin, you wash your hands. Hands should be washed again anytime you change a task. We prefer you not chew gum or walk around with drinks in your hands while volunteering at the Food Bank.

- Three main areas to remember are health, safety, and confidentiality when you are volunteering at the food bank.

Questions are welcomed and may be answered by the Director, Volunteer Coordinator, staff members or other volunteers familiar with the same tasks. Do not hesitate to ask questions. That is how we learn and avoid redoing tasks. While we realize that each person has different ways of approaching tasks, we ask that everyone conform to Director, Volunteer Coordinator or other staff instructions for tasks. This will maintain a constant pattern for new and returning volunteers to work with. We appreciate suggestions for change at any time.

We hope that your time spent volunteering at the food bank will be a pleasant experience. We could not feed those in need without your help. Thank you.

Jan Putnam, Exec, Director

Betty Rose, Volunteer Coordinator

Alex Callender, TFAP Coordinator

Robert Thetford, Driver

Binda Douglas, Secretary

Rules of Safety

The Thurston County Food Bank will operate under strict rules of safety. At no time will a volunteer attempt to do anything which may result in harm to themselves or others.

EXAMPLES OF THIS ARE:

1. Clean up all spilled liquid or dry product spilled on floor at once
2. No standing or climbing on, or jumping off of dumpsters.
3. No lifting of anything you feel is beyond your capabilities.
4. No running in building.
5. No use of forklift or electric pallet jack unless certified.
6. Wash hands and use rubber gloves when handling raw food.
7. Careful use of dollies and pallet jack after training on same is completed.
8. Careful use of all box cutters and other cutting tools.
9. I certify that I have no communicable diseases and will terminate for that period.
10. Please list any medical problems such as diabetes, bad back, hearing problems, etc. below

11. Please list any medication that you are taking in case of accident so we may notify medics if needed.

These are only examples-any situation you feel is not safe, report to staff of Thurston County Food Bank at once.

I certify I have read and understand the rules of safety.

Signature

Date you begin volunteering

TC Democrats volunteer 1st Monday of each month.
Coordinator: Elizabeth Shepard 943-9448

Thurston County Food Bank

Name: _____

Address: _____

City: _____ Zip Code: _____

Phone #: _____

Emergency # and Name: _____

Birthday: _____
Mo/Day/Year

I have read and understand the policies and procedures for volunteers of the Thurston County Food Bank. I agree that I have been provided with a copy of all policies and will abide by same.

I would like to volunteer or do community service on:

Monday _____ Hours _____

Wednesday _____ Hours _____

Friday _____ Hours _____

On call _____

One time only – date shown _____

Signature

Date you begin volunteering

Thank you for letting us park near your building. It is a very nice thing for you to do. Thank you for helping our community.

Food Bank Volunteers



Volunteers: Put this paper in your dashboard. Park in dirt lot on Thurston Avenue at the corner of Jefferson & Thurston, behind Alpine Experience. Do not park against the purple building with the flat roof, Studio 321. Parking meters are \$0.25 per hour, free on weekends.