

# **CAFB Volunteer Guidelines:**

## **Arrival**

- **Parking:** Volunteers may park in any open spot in the parking lot in front of the building. If the lot is full, there is additional parking behind the building. Please check in at reception (the north entrance, up the ramp), and you will be directed to the volunteer lobby. All volunteers enter through the main entrance unless volunteering after hours (6 p.m. on Youth/Family night and Thursday night or all day Saturdays). Youth/Family night, Thursday night and Saturday volunteers enter through the after-hours entrance (double doors facing S. Congress).
- **Sign-in:** Each group will have a designated sign in sheet in the volunteer lobby. Each member will sign in on your group's sheet and make a name badge.

## **Volunteer Experience**

- **Duty:** All participants must arrive on time and stay for the entire shift. Volunteer orientation and training occurs at the beginning of each shift, and the shift ends with a clean up of your work area. Volunteers inspect, clean, sort, box and make donations available for distribution to our clients.
- **Location:** Volunteers will be working in our 60,000 sq. ft. warehouse, specifically in our comfortable, climate-controlled sorting rooms.
- **Dress Code:** Dress comfortably.
  - Please wear sneakers, tennis shoes or work boots. Open-toed shoes (sandals and flip-flops) are NOT permitted.
  - Please wear shirts with long/short sleeves (no tank-tops) and jeans, pants or long shorts.
  - Please leave personal belongings such as cell phones, personal music players, and purses in your car. Cell phone and personal music player use is not permitted in the warehouse.

**The Capital Area Food Bank is located at 8201 S. Congress Avenue, 78745, between Slaughter Lane and William Cannon Drive, approximately 20-25 minutes south of downtown.**

**Public Transportation:** CAFB is on bus route 201, Southpark Meadows

## **CAFB Volunteer Rules:**

- Please wear sneakers, tennis shoes, or work boots. Open-toed shoes (sandals and flip-flops) or shoes with heels are NOT permitted in the warehouse.
- All volunteers must wear CAFB name badges on their shirts, printed clearly so names can be seen.
- Please dress comfortably. Appropriate attire required (shirts with sleeves-no tank-tops).
- Please leave personal belongings such as cell phones, personal music players, and purses in your car. Cell phone and personal music player use is not permitted in the warehouse.
- Food or drink is not allowed in the warehouse. Please do not eat or take Food Bank food.
- Only CAFB approved forklift operators are allowed to use power equipment. Always be aware of forklifts operating around you.
- Stay in your designated project location. Do not walk through the warehouse unless directed by CAFB staff. Use the white safety walk zones along the warehouse walls.
- Please do not ride on pallet jacks.
- Please lay wooden pallets flat on the floor; please do not stand them on end.
- No horseplay (running, wrestling, jumping, throwing food) or other activities that deviate from the volunteer tasks at hand, distract others or cause potential harm.
- Keep your work area clean. If you make a mess, please clean it up.
- If you can't lift something, please get help.
- All volunteers must be at least 8 years old to volunteer.
- Children 17 and under must be accompanied by a supervising adult (21 years or older) at all times. Children under 16 are not permitted to work on the conveyer belt in the food sorting area.
- Youth groups: there must be one person over 21 for every five people under 18.

**Thank you for volunteering with the Capital Area Food Bank.**