

Bremerton Foodline



VOLUNTEER APPLICATION

THERE IS A 48 HOUR WAITING PERIOD AFTER APPLICATION IS TURNED IN.
YOU MUST BE ABLE TO START 9AM FOR THE FIRST 3 DAYS.
YOU CAN ONLY START MONDAY THROUGH THURSDAY.

Please read this application carefully before signing.

Date: _____

PLEASE PRINT CLEARLY

Name: _____

Address: _____

Phone (daytime) _____

Emergency Contact Name: _____ Phone: _____

Relation to Volunteer: _____

Parents Signature Required if under 18 years old: _____

Minors still in school will be required to bring a letter from the school in order to work during school hours.

Are you volunteering to meet a community service commitment? YES NO

If you are required to report your hours to anyone, please mark yes. We will need a copy of your hour tracking sheet when you begin work.

Physical Limitations: (Please describe any physical restrictions we should be aware of regarding your volunteer assignments.)

I Can Lift: Less than 10 lbs Up to 25 lbs More than 25 lbs

Ethnicity: (The Bremerton Foodline receives Federal funding which requires us to report on the ethnic make-up of our staff, clients and volunteers. Please identify your ethnicity. Check all that apply.)

 White Black/African American Asian Asian & White American Indian/Alaskan Native Native Hawaiian/Pacific Islander American Indian/Alaskan Native & White
 American Indian/Alaskan Native & Black/African American Other Multi-racial
Are you Hispanic? Yes No

<u>STAFF USE ONLY</u> Application Review Completed _____ ID Verified _____
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Background:

Have you ever been convicted of a felony? ___yes ___no

Answering “yes” does not necessarily prevent you from working as a volunteer or staff person at the Bremerton Foodline. We will consider the offense, timing and circumstances when making our decision. Due to the nature of our operations, the Bremerton Foodline is not able to accommodate individuals for volunteering or community service, under any circumstances, who are registered sex offenders. The BFL will check public records for verification.

If you answered “yes” above, please describe the nature of the offense and the date:

Confidentiality Agreement:

I understand that as a volunteer or staff member of the Bremerton Foodline, I may encounter information of a confidential nature regarding clients or staff. I understand that it is the policy of the Bremerton Foodline to protect the private information of all client recipients and will not disclose the contents of any records, files, papers, or communications except for approved purposes as directed by the Agency.

(Volunteer Signature)

(Date)

Time Keeping Policy

I understand that if I am required to report my hours to outside agencies or the Courts, I must sign in and out for my hours to be counted. No exceptions will be made. I understand that no one else can sign in or out for me.

I understand that any requests for time sheet updates must be provided to Susan Robinson at least 24 hours in advance.

I understand that my paperwork must already be on file before I request an hours report.

(Volunteer Signature)

Bremerton Foodline
Team Member Guidelines

Please Initial after you have read each paragraph.

_____ **Everyone Will Be Treated with Dignity and Respect**

- You are expected to be courteous, friendly and helpful to all our clients, volunteers, and paid staff.
- Please refrain from gossip and degrading comments. Any issues should be directed to your supervisor for resolution.
- Your personal dignity is extremely important to us. If anyone treats you in an inappropriate manner, you are authorized to stop service immediately and notify a staff supervisor for resolution.
- Foul or offensive language will not be tolerated by team members or clients.
- No verbal or physical harassment of any kind will be tolerated. This includes threats, sexual comments or jokes, or fighting.

_____ **Safety is our Top Priority**

- Report all accidents to a supervisor immediately. An accident report must be completed.
- If a serious medical emergency occurs, remain with the individual and direct the nearest person to notify a supervisor to call 911.
- If you observe an unsafe situation, immediately notify a supervisor.
- The Bremerton Foodline is a **Drug Free Zone**. No one will be allowed to work if they appear to be under the influence of drugs or alcohol. If you are on prescribed medication with potential side effects, please discuss this with your supervisor for your specific safety limitations.
- No one is permitted in the foodbank warehouse area unless you have been specifically directed by a supervisor. No one under the age of 18 is permitted in the foodbank warehouse when equipment is in operation.
- No one is permitted to use any equipment (manual pallet jacks or electric pallet jacks) unless you have been specifically trained by a supervisor.
- Please review the attached lifting guidelines.

_____ **Dress Code—this is a work environment. Please dress accordingly.**

- No open toed shoes are permitted to be worn in the foodbank.
- Men and women should wear shirts that cover their torso and underarm areas. This means no revealing clothing such as tank tops, no spaghetti strap tops, and no midriff tops.
- Shirts should not contain inappropriate language or logos.
- Pants and/or shorts should be secured at the waist, not drooping down.

Sanitation

- You must wash your hands at the beginning of every shift, after you eat or drink, use the bathroom, or come in contact with the garbage cans or dumpsters.
- You must wear protective gloves when you are working with any unpackaged food products that clients will eat such as fruit, vegetables, and repackaging items.
- When working in the repackaging room, you will follow the direction of the lead repacking person.

Food Policy

- Team members may bring a lunch to eat during their breaks. Food and drink should be consumed in the break area only, NOT in the warehouse or lobby.
- You may sign up as a client at the front desk at the end of your shift to register for a food box.
- Team members are not allowed to take home items from the donation/sorting bins in the main warehouse or the sorting room across from the Executive Director's office.
- You may select items from the clothing shelves in the lobby for yourself or your family only.

Time Keeping Procedures

- Please sign in at the beginning and end of your shift as instructed by the Operations Manager. A co-worker may NOT sign in for you. The time logs are the final authority on all hours worked. If it is not on the timesheet you will not receive credit for hours worked.
- No advance credit for working is permitted.
- If you are receiving credit for your hours, you must request permission to take a break from your floor supervisor. Breaks will be limited to no more than 15 minutes and must be coordinated to ensure staff coverage.

I have read and understand the Bremerton Foodline team member guidelines, and I agree to follow them when I work at this agency.

Volunteer / Team Member Signature

Date