

# Bremerton Foodline



## VOLUNTEER APPLICATION

**This application needs to be returned in person with photo identification.**

THERE IS A 2 WORKING DAY WAITING PERIOD AFTER APPLICATION IS TURNED IN.

YOU CAN BEGIN WORK UNLESS CALLED ON THE THIRD WORKING DAY.

**The Bremerton Foodline's normal working hours are**

**Monday through Thursday from 9:00am to 2:00pm.**

**Please read this application carefully before signing.**

Date: \_\_\_\_\_

### PLEASE PRINT CLEARLY

Name: \_\_\_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (daytime) \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

What is your emergency contact's relation to you? \_\_\_\_\_

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 required to report your volunteer hours to any court or organization?      YES      NO

Who will you be reporting to? \_\_\_\_\_ (Please name the court or organization)

**\*If you are here from Drug Court, you will be required to work until 2:00 on the days that you work.**

\_\_\_\_\_ (Please initial)

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.

### STAFF USE ONLY

ID Verified \_\_\_\_\_

Address matches ID: \_\_\_\_\_  
(If not please write address below this box)

Application Review and  
Background Check  
Completed \_\_\_\_\_

**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:

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**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.

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(Volunteer Signature)

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(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.
- I understand that no one else can sign in or out for me.
- No advance credit for working is permitted.
- I understand that any requests for time sheet updates must be provided to the Office Coordinator at least 24 hours in advance.
- I understand that my paperwork must already be on file before I request any hours report.
- I understand that I cannot count hours worked for community service for more than one case at a time.

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(Volunteer Signature)

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 a staff person 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 staff member immediately. An accident report must be completed for all injuries.
- If a serious medical emergency occurs, remain with the individual and direct the nearest person to call 911.
- If you observe an unsafe situation, immediately notify a staff member.
- 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 a staff member for your specific safety limitations.
- No one is permitted to use any equipment (manual pallet jacks or electric pallet jacks) unless a staff member has trained you.
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\_\_\_\_\_ **Dress Code—this is a work environment. Please dress accordingly.**

- No open toed shoes are permitted.
- Volunteers must wear shirts that cover their torso and underarm areas. This means no revealing clothing such as tank tops, and midriff tops.
- Shirts should not contain inappropriate language or logos.
- Pants and/or shorts should be secured at the waist, not drooping down and must be a modest length. No short shorts, or miniskirts.

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**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.

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**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.

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**Time Keeping Procedures**

- Please sign in at the beginning and end of your shift as instructed by the Operations Supervisor. **No other volunteer may 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.
- If you do not sign out, you will only receive credit for 1 hour.
- We ask that you notify a staff member if you need to take a break. Breaks will be limited to no more than 30 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.***

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Volunteer / Team Member Signature

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Date