



Second Harvest Food Bank Santa Cruz County

Working together to end Hunger healthy food, education and leadership.

VOLUNTEER APPLICATION

Welcome! Thank you for your interest in volunteering at the Food Bank!

Name: _____

Address: _____

City: _____ Zip Code: _____

Date of Birth: _____ (optional it will be used for our recognition program)

Phone Number: _____ Email: _____

Preferred Method of Contact: Phone Email

Please select one

*Referral: Community Student Organization Court referral

Sheriff Work release T2W/reemployability

Housing Authority Volunteer Center CalWorks

Other: _____

Availability:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Area(s) of Interest:

Warehouse Nutrition Education Facility Maintenance/Janitorial Hospitality
 Office/Clerical Food Distribution Special Events

Special Skills: _____

Languages: English Spanish Other: _____

Emergency Contact Information:

Name: _____ Relationship: _____

Phone Number #1: _____ Phone Number #2: _____

Do you have any physical limitations that may affect your ability to volunteer?

Yes No *If yes, please explain* _____

Some activities might require lifting large bags or boxes can you lift 50 lbs ? YES NO

I have read and understand the rules and regulations (below) of volunteering for Second Harvest Food Bank. I understand if I do not follow these rules I will be asked to discontinue volunteering. **Initial here**

Print Name **Sign** **Date**

If you are under the age of 18 please have parent or guardian read and sign below

Print Name of Youth _____ Date _____

Youth Signature

I give permission for the above minor child (under 18 years-old) to volunteer at the Food Bank. We have read and understand the rules and regulations (below) of volunteering for Second Harvest Food Bank. We understand if these rules are not followed, the youth volunteer will be asked to discontinue volunteering.

Name of Parent or Guardian

Phone _____ Email _____

X _____
Parent or Guardian Signature _____ Date _____

CONSENT AND RELEASE FOR USE OF PHOTO, VIDEO OR VOICE

Without further compensation, I hereby consent to and authorize *Second Harvest Food Bank Santa Cruz County*, its successors, designates, or assigns, complete and irrevocable rights to use, disseminate, display in public, on television, or on the internet/world wide web, or other means; and reproduce in copies or recordings in video, or other digital and media formats, the photographs or video and audio recordings made of me.

Please check this box if you DO NOT want you photo taken or published

Volunteer Guidelines & Safety Procedures

Age Guidelines

- Volunteers 18 and older can volunteer during any of our regular hours.
- Volunteers ages 14 to 17 can volunteer during any of our regular hours with parent/guardian authorization.
- Ages 8-13 must have one on one parent or guardian supervision to volunteer

Warehouse Dress & Safety Guidelines

- The Food Bank aims to create a fun and safe environment for our volunteers at our warehouse. Please familiarize yourself with the rules and recommendations for working at the warehouse.
- Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer.
- Sexual harassment, violence, harassing behavior or offensive speech will not be tolerated by staff or volunteers. Report incidents immediately to staff members.
- Volunteers must wear visible identification at all times (warehouse, sort line, agency distribution)
- Closed toe shoes are required. Volunteers (including chaperones) who do not wear closed toed shoes will not be permitted in the warehouse.
- Volunteers may not use any motorized equipment (forklifts or electric pallet jacks) and may only use manual equipment (manual pallet jacks) without proper training.
- Food, gum or drinks other than water are not allowed on the warehouse floor.
- Please do not use phones (even for texting) while working in the warehouse.
- Youth volunteers **may not operate or work around** the following equipment:
 - Vehicles: may not operate, load and/or unload fleet trucks and/or forklifts;
 - May not transport other SHFB volunteers in any vehicle or any other equipment, not listed here, but prohibited by law, statute or local ordinance.
- Accidents: If an accident does occur, report to your supervisor IMMEDIATELY!

Parking

Parking is available anywhere along Ohlone Parkway, in the dirt part of the Moreno Petroleum station lot (on the dirt only) and in the Second Harvest parking lot Mondays and Fridays any space in the lot is available to park. Tuesday- Thursday there is limited parking in second harvest lot do to agencies shopping any spot that is not marked reserved is available to park.

Food Safety

- Washing hands before shift, after restroom breaks Wearing and changing of gloves, if they are ripped or torn, after break and using the restroom, change gloves
- Food quality- inspect produce and nonperishable food as you are packing if you have a question about the quality ask sort room supervisor

- Dropped food – any produce that comes into contact with the floor must be disposed of no exceptions. Any nonperishable food that comes in contact with floor can be salvaged as long as the original packaging is not compromised.
- Bleeding/illness – If you are bleeding notify the sort room supervisor immediately. Sort line should be stopped and area where injury occurred should be inspected for any contamination and cleaned properly.
- Food, gum or liquids other than water are NOT allowed in the warehouse
- All doors and windows are to remain closed at all times

Personal Safety

- Emergency evacuation routes (will be shown to you by sort room supervisor)
- First Aid kits are allocated throughout the facility will be shown to you by sort room supervisor
- Lifting limits – **Do not lift more than 50 lbs or any amount of weight you do not feel comfortable lifting**
- You should wear any protective gear necessary for the task you are performing. Ex: weed whacking requires protective eyewear and earplugs. Your supervisor should provide you with everything you need.
- The Sort Room Supervisor will provide you with any personal protective equipment you may require.
- If you have an accident that causes injury to yourself or someone else *Report the accident to the Sort Room Supervisor
- If I feel unsafe or if I believe someone else may be in danger *Report your concern to the Sort Room Supervisor
- Sexual harassment, violence, harassing behavior or offensive speech will not be tolerated by staff or volunteers. Report incidents immediately to a staff member.

Plant Policies

- Use of personal equipment is NOT permitted (pocket knives, other tools, etc)
- All volunteers must sign in at front desk and wear nametag with first and last name printed clearly and worn on outer article of clothing.
- Cell phone and personal music policy- if you need to use your phone please let supervisor know and step away from the line or task you are
- Music – use of headphones is not permitted and music may not be played from personal devices.
- Taking food from the line is never permitted, if you are in need of food please see the Hotline Manager for assistance.
- Clean-up (before and after)
- Dress code- Must wear close toed shoes, **dress in layers, you may be working in a cold environment.**
- Breaks/lunch – sign in sheet
 - **There is typically a 15 minute break around 10:00 AM**
 - **Volunteers usually work until approximately 1:00 PM without a lunch break**
 - **If, for ANY reason you leave the Food Bank before your shift is complete please sign out at the front desk.**
- Used blade/broken glass policy – if you need to dispose of broken glass or used blades use “sharps” container
- Fragrance free work area- Please do not wear perfumes/cologne, scented creams or lotions
- **Volunteer Hygiene**

Volunteers must wash their hands after the following:

- Before, during and after handling food
- Changing food groups
- Going to the bathroom
- Touching their face, hair or body
- Sneezing or coughing
- Smoking, eating or drinking
- Picking up or taking out garbage or trash
- Handling dirty dishes or cleaning tables
- Before putting on or taking off gloves
- Touching or coming into contact with anything that may contaminate hands
- **Volunteers who handle food Must!**
 - Wash their hair and bath daily
 - Wear clean clothes
 - Wear hair restraints when necessary
 - Cover all cuts and sores with bandages and disposable gloves

Volunteers who are sick or show symptoms of illness must be excluded from working with food. Do not show up to volunteer if you have:

- Had a fever of 99.9 or higher in the last 3 days
- Have a cough and or runny nose for less than 3 days
- You have diarrhea or are vomiting.

1. **Waiver and Release.** Volunteer and Guardian do hereby release and forever discharge and hold harmless SHFB and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's work for SHFB. Volunteer and Guardian understand that this Release discharges SHFB from any liability or claim that the Volunteer or Guardian may have against SHFB with respect to any bodily injury, illness, death, or property damage that may result from Volunteer's work for SHFB, whether caused by the negligence of SHFB or its officers, directors, employees, or agents or otherwise. Volunteer or Guardian also understand that SHFB does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness

2. **Assumption of Risk.** The Volunteer and Guardian understand that the work for SHFB may include activities that may be of some risk to the Volunteer, including, but not limited to, working in a warehouse facility.

Volunteer and/or Guardian hereby expressly and specifically assume the risk of injury or harm in these activities and release SHFB from all liability for injury, illness, death, or property damage resulting from the activities of the Volunteer's work for SHFB.

3. **Insurance.** The Volunteer and Guardian understand that, except as otherwise agreed to by SHFB, in writing, SHFB does not carry or maintain health, medical, or disability insurance coverage for any Volunteer.

4. **Other.** Volunteer and Guardian expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of California, and that this Release shall be governed by and interpreted in accordance with the laws of the State of California. Volunteer and Guardian agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, there invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.