

Bread of Life Volunteer Agreement (rev. 8/11/22)

YOUR MISSION: To help provide nutritious free food for low-income residents of the community

WHAT WE EXPECT OF YOU:

- 1) Job Assignment:** With the staff, select an appropriate job assignment that uses your skills and availability. The minimum job assignment is normally 2 hours on any given day. If you are doing school or court-assigned hours, you may take a 15-minute break after 2 hours.
- 2) Performance:** Perform the duties of your job assignment, without infringing on the job assigned to another volunteer, and follow the directions of your supervisor. Supervisors in the Food Pantry are the Pantry Coordinator and Pantry Shift Coordinator; at the Evening Meal they are the Meals Program Coordinator, Meals Program Assistant, and the leader of the meal prep volunteer group; at the Office they are the Receptionist and the Food Pantry Intake volunteer.
- 3) Health and Safety:** All volunteers are required to wash their hands after using the bathroom. In addition, gloves must be worn as instructed by the supervisor. Do not volunteer if you feel sick or have a fever. Mask wearing or cloth face coverings are highly recommended during pandemic or flu season.
- 4) Dress Code:** Dress appropriately for your job handling food or working in the office. Shirts and closed-toe shoes are required on every job site. Avoid tank tops, short shorts or skirts, or sandals.
- 5) Courtesy and Respect:** Treat volunteers, clients and staff with courtesy and respect as a representative of Bread of Life to the community. This includes speaking in a respectful way, refraining from vulgar language, name-calling, shouting, or any other manner of speaking that offends or demeans another person, including offensive comments about someone's race, ethnicity, religion, sexual orientation, gender or family composition.
- 6) Sexual Harassment:** Do not engage in any behavior that constitutes sexual harassment, including, but not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature, such as sexual name-calling, jokes, written or spoken references to sexual conduct; comment on an individual's body; discussion of one's own sexual activities; comment, gossip or discussion about an individual's sexual activity, deficiencies or prowess; displaying sexually suggestive object, pictures, cartoons; unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments; inquiries into someone's sexual experiences.
- 7) Drugs, Alcohol and Smoking:** Do not volunteer while under the influence of drugs or alcohol and do not bring these onto the premises. Smoking is permitted outside only.
- 8) Violence:** Do not bring any weapon, engage in violence, or make threats of violence on or near any Bread of Life job site.
- 10) Pantry and Office Volunteers:** If a volunteer wishes to receive groceries from the pantry, he or she should contact the Pantry Coordinator or Shift Coordinator for a copy of the "Volunteer Food Policy" and adhere to that policy.

WHAT YOU CAN EXPECT OF US:

- 1) Your Recourse:** If a volunteer, client or staff subjects you to disrespect, sexual harassment or threat of violence, you are encouraged to report it immediately to a supervisor and fill out a written "Incident Report".
- 2) Orientation & Training:** You will be offered orientation and training about Bread of Life and your particular program and job, both prior to your volunteering and on-the-job.
- 3) Record of Volunteering:** If you wish to keep track of and report your hours for any purpose you will need to use the Community Service Log Sheet, even if you have your own reporting form. If you do not need to keep track of or report your hours, you do not need to use the Community Service Log Sheet.
- 4) Violation of this Volunteer Agreement:** Violation of any part of this agreement is subject to disciplinary action, up to and including dismissal.