

# Volunteer Checklist

Thank you for your willingness to volunteer at The Food Bank for Central & Northeast Missouri. Please review this checklist prior to coming to your appointment.

- Please call with your schedule request with as much notice as possible. We are able to schedule several months in advance.
- Access to the Volunteer Floor is by stairs, and an elevator is available.
- Children ages 9 and older are welcome to serve with a parent/guardian. The Food Bank hosts Kids Helping Kids Days four times per year to allow children ages 4-12 to serve along with parents/guardians.
- All volunteers must be able to stand flatfooted on the floor and be able to reach across a counter-height table (approximately 48" tall). Volunteers are not allowed to stand on a stepstool.
- All volunteers must be able to work independently under instructions.
- Groups of students ages 9-17 must have a ratio of 1 adult to 4 children.
- Toddlers, runners, babies in strollers/backpacks/slings/baby carriers are not allowed in the volunteer room.

**Please make sure all volunteers are wearing appropriate attire.**

- Closed-toed shoes (no exceptions)
- Long hair must be pulled back
- Hairnets will be provided and must be worn
- Facial hair must be covered with beard nets provided
- Jeans, pants or long/athletic length shorts (short shorts, leggings, tights or yoga pants are not allowed)
- Short/long sleeve shirts (shoulders must be covered)
- Necklaces, lanyards, scarves are not allowed
- Large jewelry must be under clothing or protective gear provided by The Food Bank
- Offensive printing on clothing is not allowed

Food and drink are not allowed in the volunteer room.

All personal items (cell phones, purses, backpacks) should be locked in vehicles or checked in at volunteer room desk to be secured during volunteer shift

We make every effort to confirm your group's schedule approximately 24 hours prior to your appointment. If there is a change in the number of volunteers or a change in the time of your appointment, contact us so that we can make appropriate accommodations.

Please allow time at the end of your scheduled block to help clean the work area, including wiping down tables, sweeping and mopping. Anyone intending to leave earlier than a scheduled shift should notify the workroom coordinator. **Questions? Call Melanie Lake, volunteer coordinator, at (573) 447-6609 or [Melaniel@sharefoodbringhope.org](mailto:Melaniel@sharefoodbringhope.org).**