

## Volunteer Guidelines

Thank you for choosing to volunteer with Gleaners Food Bank of Indiana!  
Please review the following information in preparation to volunteer.

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- **No children under 9 years old (designated family nights age limit is lowered to 6 years old).**
    - o **1 adult chaperone per 5 youth is required (youth = under 18 years old)**
  - **All volunteers must wear closed-toe shoes.**
  - **Only water with lids allowed in the warehouse. No food/beverages are permitted for personal consumption in the food distribution center. Water fountains are available on-site.**
  - **No purses/bags can go in the warehouse – we can lock them up for you.**
  - **Please arrive on time to volunteer. Review the instructions you were given as to which door you should enter. (Main Office, Volunteer Central or Food Pantry).**
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### REQUIREMENTS

- Please come to Gleaners Food Bank ready and willing to volunteer your time and talents! No skills necessary. You will receive on-the-job training!
- **No children under 9 years of age will be allowed to volunteer/accompany volunteers in the food bank due to safety concerns nor are there childcare accommodations.**
- All youth must volunteer with 1 adult chaperone for every 5 youth.
- Gleaners prohibits volunteers from unlawfully manufacturing, distributing, dispensing, selling, transferring, using, or possessing any illegal controlled substance on our premises or while working. Any volunteer, who is suspected of being unfit to work due to being under the influence of drugs or alcohol, will be prohibited from volunteering.
- If you plan to write a press release regarding your volunteer event, and you include Gleaners in that release, please send a copy to Gleaners as well.
- If you know that media plans to cover your volunteer event, please advise the Volunteer Department staff so that we can be prepared to accommodate the media.

### SCHEDULE AND SIGN-IN

- Gleaners is open for volunteers Monday-Friday 8:30 a.m. – 11:30 a.m. and 12:30 p.m. – 3:30/4:00 p.m. and some evenings 6:00 - 8:00 p.m.; as well as some Saturdays of each month 9:00 – 11:00 a.m. These days/times may change according to Gleaners needs.
- Court-Related Community Service hours are Mondays only 8:30 a.m. - 3:30 p.m. Community Service volunteers must pre-register for an orientation and schedule all volunteer hours with a Gleaners Volunteer Department Staff member.
- The Gleaners Community Cupboard (Food Pantry) is open to the public at the posted days/time and needs 10-15 volunteers each day for the duration of the hours it is open.
- Please arrive at Gleaners at your scheduled time to volunteer.
- **Please review the instructions you were given as to which door you should enter. (Main Office, Volunteer Central or Food Pantry).**

- Upon arriving:
  - Sign your name on the appropriate sign in sheet.
  - Fill out and turn in a signed Volunteer Release Form.
    - You may fill out and sign the Volunteer Release Form prior to the date you volunteer.
    - Your signed Volunteer Release Form must be turned in to Gleaners prior to volunteering.
    - Blank forms will be available at Gleaners
- Each shift will begin with a welcome and training video.
- We do our best to accommodate your request of a volunteer opportunity, but sometimes other Food Bank tasks take priority and we may ask you to assist with that task instead. Please understand and be flexible.

#### SAFETY

- Gleaners Food Bank will have a First Aid Kit on site. Designated staff are CPR and First Aid Certified.
- Be aware of the work going on around you and follow the Yellow Lines when walking through the distribution center.
  - Fork Lifts and pallet jacks will be coming and going.
- Enter/Exit through doors only, NOT overhead doors – those are for fork lift and pallet jack operators.
- **Closed-toe shoes are mandatory!**
- We are not responsible for valuables. Please only bring your essential items (keys, etc.) into the food bank.
- **We have a locked closet (Main Office) and a locked drawer (Volunteer Central) that you can use to lock up your belongings (purses, bags, keys, etc.). Purses and bags of any kind are not permitted in the warehouse.**
- Please limit use of cell phones and electronic devices to Volunteer Central and not in the Food Distribution Center, as it poses a distraction and safety hazard.

#### DRESS

- Dress appropriately for work and safety!
  - Closed-toe shoes are required (No flip flops or sandals; Open-toed shoes are not permitted; hard-soled boots or thick-soled tennis shoes are recommended).
  - You may wish to bring a jacket, sweater or gloves.
  - Shorts and skirts must be of modest length.
  - Pants and shorts must be worn so that undergarments are not visible.
  - Bare midriffs, immodestly low cut necklines, off the shoulder, or bare backs are prohibited.
  - No spaghetti strap tank tops or tops which expose undergarments.

#### FOOD & DRINK

- **No food/beverages are permitted for personal consumption in the food distribution center.** You are welcome to bring any snacks or non-alcoholic beverages that you would like, but they must stay in Volunteer Central (water fountains are available). Vending Machines are not available.
- The donated food volunteers will be processing is NOT for personal consumption or sale.
- No alcoholic beverages are permitted or to be consumed while volunteering.

*If these guidelines are not followed, Gleaners Food Bank of Indiana, Inc. reserves the right to send a volunteer home.*

**If you have any questions, please contact Volunteer Manager, Jessica Barnett, 317-829-1764 or Volunteer Coordinator, Christina Basey, 317-829-1766**