

INDIVIDUAL VOLUNTEER FORM



Second Harvest Food Bank of North Central Ohio appreciates your services and will do our utmost to ensure that your volunteer experience is rewarding, productive, and safe. We ask for your cooperation in following these guidelines:

GENERAL GUIDELINES: Willingness to attend training or orientation from our staff to explain the assigned volunteer project or event. Volunteers should display appropriate behavior at all times. Volunteers should be respectful of other staff and volunteers as well as respectful of the facility, property and equipment of Second Harvest.

SAFETY GUIDELINES: Second Harvest Food Bank of North Central Ohio has Good Management Practices to promote food and personnel safety. The following guidelines protect your safety and ensure a safe food supply chain at Second Harvest.

FOOD SAFETY

- In order to prevent contamination of food products, no persons with cold symptoms, flu, boils, sores, infected wounds or any other infections or communicable diseases are permitted to contact food.
- Volunteers must wash and sanitize hands before beginning shift, and after eating, drinking, using the restroom, and otherwise soiling hands.
- Volunteers participating in bulk food repack projects (repacking cereal, pasta, rice, etc.) must wear a hairnet and beard net (if needed), gloves, and an apron, and remove all dangling earrings, bracelets, watches and necklaces and cover any stud earrings with a hairnet. Any rings other than plain bands must be removed and plain band rings must be covered by gloves. Lockers are available to store personal items. Second Harvest is not responsible for any lost or stolen property.
- Cell phones or head phones are not permitted in the Volunteer Work Center. These and other personal items contain bacteria that impacts food safety.
- No food or drink of any kind is permitted in the Warehouse, Volunteer Repack Room or Clean Room of the facility, including gum and candy. Any spill or improperly disposed of food or drink product can contaminate inventory food products and be attractants for insect pests and rodents.
- No one is allowed to consume or remove from the premises any donated or purchased food or other non-food products.
- Report any glass breakage to a staff member immediately. Staff members are trained in the proper procedure to clean up glass breakage in order to prevent contamination of inventory food products.
- The FDA has identified the top eight allergens as wheat, milk, eggs, fish, seafood, peanuts, tree nuts and soy. Spills of any products containing these allergens need to be reported immediately to a staff member. Staff members are trained in the proper procedure to clean up food allergens to prevent contamination of inventory food products.
- No food can be directly placed on the ground. All cases of food must be stored on a pallet or on a table at all times.
- Second Harvest is a tobacco-free campus. Tobacco use of any kind is prohibited on-site or offsite at pantries.

PERSONAL SAFETY

- Volunteers at the Distribution Center must check-in at the front desk on arrival and check-out at departure.
- Volunteers at Mobile or School Pantries must check-in with the Pantry Site Coordinator or Second Harvest Staff. Mobile sign-in and sign-out is required off-site.
- Volunteers are assigned to specific work areas. For personnel safety and accountability, volunteers must remain in their assigned work area until their shift ends or they are reassigned to another project.
- Only Second Harvest staff are permitted to operate forklifts, stand-up lifts and pallet jacks unless they are trained and approved by staff.
- Open-toed and open-heeled shoes are not permitted in the Volunteer Work Center, Warehouse or during Pantry.
- Be aware of forklifts and pallet jacks. Pay attention when pallets are being moved. Stay safe!
- Volunteers may only use sanitizer and other cleaning products if instructed in proper use by a Second Harvest staff member.

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WAIVER & AGREEMENT

I do hereby, for myself, my heirs, executors, and administrators waive and discharge the Second Harvest Food Bank of North Central Ohio and all its officers, agents, and employees from and against any and all claims, demands, actions or cause of action arising from any injuries or damages I may suffer or sustain by my participation in any activity for which I participate in for Second Harvest. Furthermore, in full recognition and appreciation of the potential dangers and hazards inherent in such an activity, I do hereby agree to assume all the risks and responsibilities surrounding my participation in this activity or any activities undertaken in addition thereto.

I verify that I have read and understood the Good Management Practices of Second Harvest.

Volunteer (signature) _____ Date _____

If you are under 18 years old, please have a parent or guardian sign below. Volunteers under 18 must volunteer with an adult.

Parent/Guardian (signature) _____ Date _____

Relationship to Volunteer _____

Do you grant permission for Second Harvest to take your photograph or video during volunteer events? Photographs would be used for the purpose of recognizing volunteers and promoting Second Harvest. Sources may include newsletters, website, newspaper, television and social media.

Yes No

VOLUNTEER PROFILE

Name: _____

Phone: _____ Would you like notifications via text? _____

Email: _____

Address: _____

City _____ State _____ Zip _____

Emergency Contact _____ Phone: _____

Do you have any lifting restrictions? Yes No If yes, please explain:

Are you volunteering with a group? Yes No – Group Name _____

Please indicate which age group: 12yr-15yr 16yr-17yr 18yr and Older

OPTIONAL INFORMATION

Birth Date: _____