**Warehouse Volunteer Guidelines and Safety Rules**

CAFB benefits greatly from the diversity of staff and volunteers, all working together to fulfill our mission of fighting hunger in Central Texas. All volunteers must read and agree to the guidelines below prior to volunteering at CAFB.

* **Age requirements**: All volunteers must be at least 8 years old to volunteer. Children under 18 must be accompanied by a supervising adult (21 years or older). There must be one chaperone over 21 for every five people under 18.
* **Dress code**: Open toed shoes and sleeveless shirts are NOT permitted in the warehouse. Recommended attire is sneakers or comfortable shoes, jeans, pants or long shorts, and short-sleeved shirts.
* **Punctuality**: Volunteers must arrive on time and stay for the entire shift. Volunteer orientation and training occurs at the beginning of each shift, where up-to-date safety information is provided, and the shift ends with clean-up.
* **Health:** CAFB is a food handling establishment. Do not volunteer if you are ill. To prevent the potential of food contaminations, people cannot volunteer with infected wounds, sores or any other infectious communicable diseases.
* **Injury:** Report any accident or injury that may occur to a CAFB staff member, including minor injuries such as bruises and scrapes, you may be requested to assist in the completion of an incident report.
* **Warehouse safety rules**:
* Cell phone use is not permitted in the warehouse.
* Personal food and drink are not permitted in the warehouse.
* Stay in your designated project location. Do not walk through the warehouse unless directed by CAFB staff.
* Always be aware of your surroundings. Only designated CAFB staff members are approved to use forklifts and other power equipment.
* No horseplay (running, wrestling, jumping, throwing food) or other activities that deviate from the volunteer tasks at hand, distract others, or cause potential harm are permitted.
* Keep your work area clean. If you make a mess, clean it up.

**CAFB reserves the right to ask volunteers to leave if:**

* Volunteers do not follow instructions given by CAFB staff.
* Volunteers act in a disrespectful or inappropriate manner.
* Volunteers wear open toed shoes or sleeveless shirts.
* Volunteers arrive late and miss project/food handling orientation.
* Youth volunteers do not have the required number of chaperones.
* Volunteers do not follow staff instruction.
* Volunteers are ill and/or volunteering with open wounds/sores or communicable diseases.
* Volunteers are suspected of theft. CAFB has zero tolerance for theft and if found or suspected of stealing, volunteers will be dismissed immediately.
* Volunteers are suspected of being under the influence of drugs or alcohol. CAFB is a drug and substance free work environment for all staff and volunteers.

**Additional important things to note**:

* **Parking** is available in the front of the CAFB building. If the lot is full, additional parking is available behind the building. Due to limited parking, we encourage groups to carpool or use public transportation. CAFB is located on bus route 201, Southpark Meadows.
* During normal business hours (Monday-Friday, 8:00 a.m.-5:00 p.m.) volunteers must use the main building entrance (north side of the building) and proceed to the volunteer lobby. Outside of normal business hours, volunteers must enter through the double doors facing South Congress Ave.
* Volunteers will be working in our 60,000 square foot warehouse, specifically in our comfortable, climate-controlled food sorting room.
* Upon arrival, each volunteer will be asked to sign in and create a name badge.
* **CAFB does NOT have a secure place for volunteers to leave their personal belongings.** We recommend leaving personal items at home or in your car prior to volunteering.

**Thank you for volunteering with the Capital Area Food Bank!**