

KENAI PENINSULA FOOD BANK
VOLUNTEER AGREEMENT
TERMS and CONDITIONS

Thank you for volunteering at the Kenai Peninsula Food Bank (KPFB). It is our privilege to have volunteers help fulfill its mission to feed the hungry on the Kenai Peninsula. In order to provide a clear understanding and an efficient working relationship between Kenai Peninsula Food Bank staff and its volunteers, we ask that you review the following terms and procedures. The Kenai Peninsula Food Bank does not deny anyone the opportunity to perform volunteer service on the basis of race, creed, color, gender, national origin or religion. Your time and efforts are greatly appreciated.

1. Volunteers are requested to record their hours of service. Keeping track of volunteer participation documents community support and helps the Kenai Peninsula Food Bank when applying for grants, corporate and foundation funding.
2. The Kenai Peninsula Food Bank is open between the hours of 9:00AM – 5:00PM, Monday through Friday.
3. We ask that volunteers perform tasks in a professional, courteous manner and quality equal to that expected of regular KPFB staff.
4. Respect for the confidentiality of Kenai Peninsula Food Bank agencies, individual clients, Community Work Service workers, volunteers and staff is of great importance.
5. As a matter of safety, volunteers must dress appropriately for warehouse work. (No open toed or high heeled shoes, short skirts or dresses, shorts, low cut shirts or blouses or bare midriff apparel.)
6. Volunteers performing work for the Kenai Peninsula Food Bank are NOT covered by workman's compensation or any other Kenai Peninsula Food Bank insurance.

Please See reverse side for various volunteer opportunities. Thank You!

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We are most grateful for your commitment to the Food Bank's mission to feed the hungry on the Kenai Peninsula. Volunteer opportunities at the Kenai Peninsula Food Bank are listed below. If you have a special area of interest please let us know.

WAREHOUSE DUTIES:

- Assist warehouse staff in unloading produce and food items from trucks.
- Sort and clean produce as needed.
- Sort and stock canned and packaged food items.
- Bag canned foods and stock shelves for emergency food boxes.
- Assemble special order food boxes.
- Stock food items on warehouse shelves, in the refrigerator and the freezer.
- Rebag pastries, breads and dry goods.
- Assist warehouse staff in assembling TEFAP food boxes.
- Other warehouse related duties as assigned.

SOUP KITCHEN DUTIES:

- Assist staff with food preparation.
- Serve food to KPFB clients.
- Refill beverage dispensers, condiment and bread trays.
- Wash dishes
- Clean counters and tables
- Put chairs on dining room tables

JANITORIAL DUTIES:

- Clean soup kitchen and warehouse coolers, refrigerators and/or freezers.
- Sweep and mop floors in warehouse, kitchen, dining and/or office areas.
- Remove food from warehouse shelves and wash shelving units.
- Move pallets and empty totes to sweep and mop under them.
- Wash walls and/or windows.
- Clean bathrooms (sinks, toilets & floors)
- Empty trash containers.
- Clean trash receptacles.
- Pick up trash outside of Food Bank facility.
- Clean out Food Bank trucks/vans.
- Mow and rake lawn.
- Water, weed, rake gardens and flower beds.

OFFICE DUTIES:

- Photocopying and filing.
- Record Keeping.
- Folding, stapling & mailing.

To prevent injury, please circle any duties listed above that you are unable to perform and list any physical limitations or weight restrictions you might have. _____

I verify that I have read and understand the terms and conditions of the Kenai Peninsula Food Bank **Volunteer Agreement**. I understand that in return for the Kenai Peninsula Food Bank allowing me to complete my community work service requirement at the KPFB facility or through its various programs, I will abide by the terms and conditions contained in this agreement.

Volunteer (Please Print)

Signature

Date

Parent or Guardian if volunteer is under 18 yrs.

Signature

Date

KPFB Staff Name (Please Print)

Signature

Date