



The Idaho Foodbank Volunteer Policies

The Idaho Foodbank appreciates your service and we will do our utmost to ensure that your volunteer experience is rewarding, productive and safe. We are committed to respecting your skills and individual needs within the limitation of these requirements. We ask your cooperation in following these safety guidelines:

DRESS CODE AND CONDUCT

Closed toe shoes are required in the warehouse and on mobile pantries and trucks. Sandals, tank tops, shorts (above knee-length) and offensive clothing are not permitted.

All volunteers must submit a signed copy of the attached release form.

Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer.

Harassment of any kind is not tolerated by staff or volunteers. Any behavior intended to create discord or restricting volunteers or staff from working will not be tolerated. Report incidents immediately to staff.

The Idaho Foodbank assumes no responsibility for damage to or loss of personal property of volunteers. All personal belongings, purses, back packs, computers, iPods, cell phones, etc., should be left at home, or in your vehicle.

Smoking is allowed only in outside designated areas.

SAFETY

For the Boise and Lewiston warehouses, the minimum age for volunteers is 8; volunteers between the ages of 8 and 18 must be accompanied by someone over 18. **For the Pocatello warehouse** there is no minimum age; volunteers under the age of 16 must be accompanied by someone over 16.

Follow Foodbank staff instruction and complete duties as assigned. Ask for help, as needed.

Report possible safety hazards or unsafe activities to Foodbank staff.

Use proper lifting techniques, using your legs to push upwards, keeping your back straight and body balanced. Solicit the help of another person to lift objects over 20 pounds. Ask for help if you need assistance.

Only Foodbank staff may operate forklifts or electric pallet jacks. Only trained adult volunteers may operate the baler, compactor or hand pallet jack.

Youth volunteers may not participate in the operation of fleet vehicles. They may not work around forklifts, pallet jacks, box cutters, the compactor, or baler and they may not participate in the loading and unloading of vehicles while power equipment is present.

Running, shouting, horseplay (tossing food, etc), riding pallet jacks, walking or stepping on pallets is not permitted.

SAFE FOOD HANDLING

Wash hands before handling food, after break, smoking or returning from the restroom. Keep your work area clean.

Food or product may not be taken from the warehouse or food sorting areas.

Consuming food and drink is not allowed in food sorting, repack and warehouse areas.

The Idaho Foodbank Volunteer Liability Release

Release from Liability: Volunteers with The Idaho Foodbank often work in warehouse conditions and their duties include, but are not limited to, lifting, working around heavy moving equipment, and handling damaged food products. Despite The Idaho Foodbank's efforts to provide a safe environment, injuries can occur.

Indemnification: I will indemnify The Idaho Foodbank, its agents, officers, and employees against all claims related to my or to my child's volunteering at The Idaho Foodbank—including, but not limited to, claims related to The Idaho Foodbank's negligence—and against all attorney's fees related to these claims.

Laws and Safety Rules: While volunteering for The Idaho Foodbank, I and my child named below will follow all laws, including, but not limited to, all laws related to motor vehicle registration and insurance. We will also follow all warehouse safety rules and other volunteer policies of The Idaho Foodbank.

Medical Emergencies/Treatment Authorization: If while volunteering I or my child are injured or a medical emergency arises, I hereby authorize The Idaho Foodbank to take appropriate action and to seek medical treatment for me or for my child.

Volunteers Under Age 18: My child named below will be accompanied to The Idaho Foodbank facilities and/or volunteer activity with an adult who will remain on the premises to supervise my child.

_____ (initial here to allow) **Photo Release:** I hereby give The Idaho Foodbank permission to publish images of me and of my child named below for purposes of promoting The Idaho Foodbank mission, services and programs in any medium.

I have read and understand my responsibility to follow these rules while I am a volunteer for The Idaho Foodbank and any related activity.

IFB Location (Boise, Pocatello, Lewiston): _____

Volunteer Activity (Sort, Warehouse, Office, Special Event): _____

Name (please print legibly): _____

Street Address: _____

Phone: _____ Email: _____

Please add me to your email distribution list for: Volunteer Newsletter IFB Newsletter Alerts

Emergency contact, who can direct medical personnel, if necessary: _____

Phone: _____ Relationship: _____

Name of authorized chaperone for youth under age 18: _____

Signature & Date

If under 18, Parent or Guardian Signature/Date