

Hi!

We are so glad that you've decided to volunteer at the Food Bank of North Alabama! We're very excited that you want to contribute your time and effort to alleviating hunger in our community.

Each shift begins with a brief food safety training so plan to **arrive 5 - 10 minutes prior to your first shift** (you will only have to go through orientation once). Then, volunteers help us by inspecting and sorting food donations, building backpack meal bags, or senior meal cases. Everything our volunteer do is crucial to providing food to families in North Alabama.

Your shift will take place on:
Tuesday December 3rd from 1:00-3:00pm

We are located at:
225 SW Finney Dr.
Huntsville, AL 35824

Please come to the main entrance. Once there, come into the lobby and we'll get you signed in.

Please read the following policies to be better prepared for your volunteer shift:

- **Wear closed-toe shoes.** Tennis shoes and boots are best to provide adequate coverage and comfort. Please do not wear Crocs, heels, or shoes without a back to them. To maintain a food safe environment and ensure we are in compliance with food sorting standards, **EVERYONE** in the warehouse must have closed toed shoes.
- For safety reasons, you must be 16 years or older to volunteer and enter our warehouse.
- The warehouse is not climate controlled. Please wear clothing that is going to be comfortable and provides adequate coverage. You will be working in a warehouse where there are sharp objects, splintered wood, and debris. Anything with vulgarity or political messages is not appropriate.
- Be courteous to other volunteers and staff member. Verbal, physical, and/or sexual harassment is grounds for immediate dismissal. ALWAYS adhere to the direction of Food Bank employees.
- You can take pictures during your shift. Please get consent from anyone that appears in the picture. We do **NOT** allow filming during the shift. If you want to capture video of your volunteer shift, let a staff member know so we can accommodate your request.
- We do not allow bags in the warehouse. Please leave all purses, backpacks, etc. locked in your vehicle.
- We are a smoke-free, drug-free and weapon free facility; meaning smoking, drug use and/or concealing a weapon is prohibited on the premises. Failure to adhere to this policy is grounds for immediate dismissal.
- Volunteering can be taxing. Please bring your own water to ensure safe and proper hydration. You are welcome to store you water in the volunteer training room.
- If you have an injury that will prevent you from standing, walking, and lifting for long periods of time, reconsider volunteering until you are fully healed.
- Please refrain from wearing dangly necklaces or earrings. We require all volunteers with artificial nails to wear gloves. We do have Nitrile food safe gloves.

The next page has a breakdown of some common do's and don'ts of packing donated food. Please read over this so you have a head start on the food sorting training. If you have any questions, do not hesitate to reach out to me.

SORTING DO'S & DON'TS

PLEASE READ SO YOU KNOW WHAT IS ACCEPTABLE FOR DONATED FOOD.

DENTED CANS

Don't pack cans with dents on the top or bottom.
Don't pack cans with severe side dents.
Don't pack cans that are swollen.



OPEN CONTAINERS

Do check for holes in bagged products.
Don't pack ripped bags. Even if they're taped shut
Do pack boxes that are open but have internal packaging that is intact.



NONFOOD

Don't pack any medication or items with active ingredients.
Do pack other nonfood items.



QUESTIONS

DO ask lots of questions! We want the best quality food going to those that need it. If you're not sure about an item, ask an employee.

CONTACT

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Preferred form of contact