



www.lincolnfoodbank.org

## Volunteer Application

**Individual**

**Court ordered? How many Hours?**  
\_\_\_\_\_

**Group (only primary contact person needs to complete the application.**

**Student Hours? What School?**

### Contact Information (please print)

Name: \_\_\_\_\_

Group Name : \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (s): \_\_\_\_\_ Email: \_\_\_\_\_

Any medical concerns we should know? \_\_\_\_\_

### Emergency Contact:

In case of emergency please contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone (s): \_\_\_\_\_

Court Contact: \_\_\_\_\_

Phone (s): \_\_\_\_\_

### I understand that:

- The relationship between the Food Bank of Lincoln and volunteers is an "at will" arrangement and may be terminated at any time without cause by either the volunteer or the Food Bank.
- I (we) must abide by the volunteer policies and procedures outlined on the reverse side of this application.

I have read and agree to the volunteer policies of the Food Bank of Lincoln as stated on the back of this form.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Thank you

## Volunteer Policies and Procedures

We appreciate your service to the Food Bank of Lincoln and will do our utmost to ensure that your experience with us is rewarding, productive and safe.

- All volunteers must enter the Food Bank through the front door and sign in at the front office.
- All volunteers must sign in at the beginning of their shift and sign out after completing their shift.
- Running, smoking, or wearing headphones in the warehouse are prohibited.
- Eating and drinking are not permitted in the warehouse, but are allowed in the break room.
- Climbing on the equipment, machinery or pallets is prohibited.
- Please stay out of the way of forklift traffic.
- No one under the influence of drugs and or alcohol will be permitted to volunteer.
- You must report all accidents and injuries immediately to warehouse staff.
- Report any safety hazards you see immediately.
- Wash your hands before and after handling food items, observe good housekeeping habits, and maintain good personal hygiene.
- Use proper lifting techniques: When lifting heavy objects, use your legs and push upwards, keep your back straight and your body balanced. Do not attempt to lift over 50 lbs without assistance.
- Only designated Food Bank staff are allowed to operate forklifts.
- Running and other types of horseplay (throwing food, riding pallet jacks, and stepping on pallets) is not permitted and may result in dismissal.
- Food and other products may not be removed from the warehouse.
- Sexual harassment, violence, harassing behavior, or offensive speech will not be tolerated.
- Volunteers are responsible for cleaning up their personal lunch area.
- No volunteers are allowed in the warehouse from 12:00 to 1:00 pm without permission.
- Proper clothing for work in the warehouse must worn. Sneakers, work shoes or boots are required. No heels, open toed shoes or sandals are permitted in the warehouse. Please leave purses, jewelry and other valuables at home or locked in your car. Necklaces and long earrings pose a safety concern in the warehouse. The Food Bank of Lincoln will not be responsible for any missing personal belongings.
- The phone in the lobby can only be used with permission. No personal phone calls are allowed. Cell phone use is prohibited in the warehouse. You may use your cell phone on your break.
- Attendance policies specify that you call before your shift to cancel if you are unable to come as agreed upon. If you do not call, we consider that a "No Call No Show" which is grounds for dismissal.
- If you need paperwork signed for your volunteer obligations you are responsible for bringing it in with you to your scheduled shift.
- The Food Bank inclement weather policy states: if Lincoln Public Schools close because of weather, the Food Bank will be closed. If there is a scheduled LPS day off and weather is bad then a decision will be made to close the Food Bank by the Executive Director and a message will be left on the Food Bank main phone line by **7:30** am. Please call to make sure the Food Bank is open if there is questionable weather.

***Failure to comply with the above policies and procedures may result in termination***