

Volunteer Guidelines

**Welcome to Loaves & Fishes and thank you for volunteering.
Please read the following before you start your work here.**

- **Mission Statement:** Loaves and Fishes of Tompkins County is a Christian Ministry which provides a place for free meals, hospitality, companionship, and advocacy for those in need, regardless of their faith, beliefs, or circumstances.
- **Personal Hygiene:** Good personal hygiene prevents the spread of disease/illness. (The virus which causes hepatitis can be spread by food workers)
 - You are ready to handle food if you have:**
 - Good health! Don't work with food if you have diarrhea, vomiting, fever, chills, open sores on hands or face, or a cough.
 - Clean hair, body and clothes
 - Removed jewelry from hands and dangling earrings/necklaces
 - Wearing hardtop shoes is recommended
 - Restrained hair with a hat or hair net –bring your own
 - Clean apron – please bring your own
 - THOROUGHLY WASHED HANDS/FOREARMS; dry with paper towels
 - Wash hands after eating, blowing your nose, smoking, using the bathroom, or after touching anything besides the food and tools you are working with
 - Wash hands before starting each new food prep task
 - GLOVES ON when working with food that will not be cooked
 - Change gloves after touching anything other than the food you are preparing
 - EATING IN THE KITCHEN IS PROHIBITED
- **Volunteer commitment:**
 - Stay for the entire shift, as there are many jobs that are not all self-evident
 - Call to let us know if you can't come in on a specific day – we do count on you
 - Bring an attitude of respect and cooperation to help our working together
- **Youth may be able to volunteer at Loaves & Fishes with daily permission of Kitchen Manager**
 - Children under 12 must be accompanied by a parent
 - Must be at least 16 to work in kitchen and food prep areas
 - Must be at least 18 years of age to use knives, any electrical equipment in kitchen (including dishwasher) or work at the stove
- **Small children coming with their volunteering parents** must be supervised by their parent and will be limited to areas outside of food preparation areas.
- **Sign in sheet – please sign in each day you volunteer here.**
- **Insurance** Due to budgetary constraints, Loaves & Fishes carries only minimal liability insurance. All volunteers are required to sign a Hold Harmless agreement. It is expected that you will provide for your own health care should an accident occur in the kitchen.
- **Parking:** There are NO parking spaces available in St. John's lot for volunteers, except for one handicapped space. Please park on the street. If you need reimbursement for parking, let the Kitchen Manager know.

- **Smoking:** There is NO smoking in the building and we ask that, if you smoke, you stay away from doorways and open windows. Please dispose of butts in receptacles provided.
- **Trash Management:** We RECYCLE –see the kitchen manager for instructions.
- **Energy Conservation:** Please be mindful and do your part to conserve energy, including:
 - Use lights, fans only when needed; turn off lights when leaving a room
 - Keep outside doors closed in winter
 - Keep refrigerator/freezer doors closed; remove items quickly
- **Unacceptable Behavior:** For the safety of all (including yourself), always inform the Kitchen Manager about unacceptable behavior of guests or workers at Loaves & Fishes such as:
 - Any violent or wild behavior
 - Verbal abuse
 - Harassment including sexual, racial or other
 - Drug or weapon possession
 - Someone under the influence of alcohol
 - Stealing
- **Personal Belongings:** Please keep valuables on your person. We cannot take responsibility for personal belongings.
- **Advocacy:** When you encounter someone in need of help, please inform the staff, even if you feel capable and willing to help them yourself. If you want to be a trained volunteer advocate call Sandy (277-8624).
- **MSDS Sheets:** Material Safety Data Sheets state the ingredients of and first aid for the cleaning products we use; these are located in their own binder in the tall corner kitchen cupboard.
- **First Aid Kit:** There is one located in the kitchen near the clock and there are more items for first aid located in the tall corner kitchen cupboard.
- **Universal Precautions: Occupational Exposure and Safety Guidelines that must be followed by all:**

All body fluids of all persons contain potentially infectious organisms. Body fluids include blood, vomit, saliva or sputum, feces, urine, discharge from nose/ eyes/ ears, drainage from scrapes/cuts/ burns/ blisters/ boils and other fluids. Volunteers and guests must follow all rules below to prevent infection of transmittable diseases to or from themselves.

For cuts, burns and bleeding of an individual and for contaminated food and objects:

 - Inform the Kitchen Manager immediately; he/she will oversee the person/clean up
 - Do not touch anything with your bare hands
 - Put on vinyl (surgical) gloves and use paper towels for clean up
 - Any contaminated food must be discarded and contaminated utensils must be soaked with a bleach and water solution.

Loaves & Fishes is a not for profit independent organization
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