



Volunteer Agreement and Terms and Conditions

33955 Community College Drive, Soldotna, AK 99669 • PHONE: 907-262-3111 • FAX: 907-262-6428

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 are 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 food boxes.
- Assemble special order food boxes.
- Stock food items on warehouse, refrigerator, and freezer shelves.
- Re-package pastries, breads, and dry goods.
- Assist warehouse staff in assembling TEFAP food boxes.
- Other duties as assigned.

Soup Kitchen Duties:

- Assist staff with food preparation.
- Serve food to KPFB neighbors.
- Refill beverage dispensers, condiments, and bread trays.
- Wash dishes.
- Clean counters and tables.
- Put chairs on dining room tables.
- Other duties as assigned.

Janitorial Duties:

- Clean soup kitchen and warehouse coolers, refrigerators, and/or freezers.
- Sweep and mop floors in warehouse, kitchen, dining room, 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, handles, and floors).
- Empty and clean trash cans.
- Pick up trash outside of the food bank.
- Clean food bank trucks/vans/cars.
- Mow and rake lawn.
- Water, weed, and rake gardens and flower beds.
- Other duties as assigned.

Office Duties:

- Photocopying and filing.
- Record keeping.
- Folding, stapling, and mailing.
- Other duties as assigned.

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

Have you had a felony or misdemeanor conviction in the past 10 year? Do you have any conviction for a crime of violence? Please explain. _____

I verify that I have read and understand the terms and conditions of the Kenai Peninsula Food Bank (KPFB) Volunteer agreement and accompanying documents. I understand that in return for KPFB allowing me to volunteer and/or complete my community service requirement at the KPFB facility or its programs, I will abide by the term and conditions in this agreement and accompanying documents.

Volunteer (Printed) _____ Signature _____ Date _____

Parent/Guardian (Printed) if Volunteer is Under 18 _____ Signature _____ Date _____

Mailing Address _____ Phone Number _____

Email Address _____ Emergency Contact’s Name and Phone Number _____

KPFB Staff (Printed) _____ Signature _____ Date _____

We feed people because no one deserves to be hungry!

Last updated: 9/21/2023



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VOLUNTEER POLICY

We are grateful for your commitment to the Food Bank's mission to feed the hungry on the Kenai Peninsula. There are many different volunteer opportunities at the Food Bank, ranging from office work, warehouse duties, kitchen duties, and special events. This policy is intended to make sure your time spent volunteering is as safe and productive as possible.

Acronyms: Kenai Peninsula Food Bank (KPFB); Community Work Service (CWS)

1. It is the policy of this organization to provide equal opportunity without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.
2. In general, the minimum age to volunteer is 10 years old. Children aged 10 – 15 years old must be supervised by a parent or guardian. Youth aged 16 and older may volunteer without a parent or guardian, with a signed waiver from their parent/guardian. Younger volunteers with appropriate supervision may be approved at the discretion of the KPFB Director.
3. Volunteers are responsible for recording their hours of service by checking in and out each time they volunteer. If you are unable to make it in when scheduled to volunteer, please be courteous and let us know by calling 907-262-3111!
4. Volunteers will be assigned a job or task upon arrival at KPFB. Please be sure to list your preferred areas of interest and any physical limitations on your application. This will help us assign you appropriate tasks. If you are uncomfortable performing any assigned task do not hesitate to let staff know. Volunteers are expected to follow the direction of the staff supervising them and to perform assigned tasks in a professional, courteous manner and with the same quality as expected of our regular KPFB staff.
5. Please wear appropriate clothing. This is a matter of safety, as we operate a commercial kitchen and warehouse on site. Please wear closed-toed shoes, even if you will be working in the office. If you are performing a job with physical requirements (such as warehouse, kitchen, greenhouse, or janitorial duties), be sure to wear clothing and shoes that will allow you to lift, squat, reach, and carry products.
6. The confidentiality of our clients, KPFB agencies, volunteers, and staff is of great importance. Please treat all people you meet here with respect and keep their information confidential.
7. The KPFB has a strict policy against harassment towards staff, volunteers, or clients. Please inform staff or the director if you observe harassment in any form.

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8. Volunteers are not covered by worker's compensation or any other KPFB insurance. Please act in a safe manner and note that you are volunteering at your own risk. This includes but is not limited to the following: following the directions you are given, not climbing on equipment or shelving, and using proper lifting techniques. Running and horseplay are not allowed. Only KPFB staff members may drive equipment or vehicles. Anyone displaying concerning behaviors may be asked to leave.
9. Please only come in if you are healthy! Anyone showing signs of illness will be asked to leave. We are happy to reschedule your volunteer time. Please reschedule if you have tested positive for COVID, had a recent exposure to COVID, or have a fever.
10. Hygiene is very important at KPFB. Please wash your hands upon arrival, after using the restroom, and whenever hands become contaminated. Smoking/vaping/chewing tobacco is only allowed outside in designated areas. Please wash your hands after smoking, etc.
11. Alcohol, narcotics, and weapons (including concealed weapons) are prohibited on site at KPFB. You will be asked to leave immediately if you are intoxicated or found with any of these items.
12. KPFB reserves full discretion to approve or deny volunteers for service for any legitimate business purpose.
13. KPFB may deny any application to volunteer if the applicant has one or more convictions that involve crimes against children, crimes of a violent nature, crimes of domestic violence, or crimes of a sexual nature.

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COMMUNITY WORK SERVICE (CWS) VOLUNTEER POLICY

All volunteers are valuable. Individuals ordered by the courts to perform community service have contributed many volunteer hours to further KPFB's mission. Thank you for choosing us to serve our community and fulfill your court-mandated community service hours.

Court-mandated community members are approved on a case-by-case basis depending on the nature of the offense. KPFB reserves the right to decline any applicant. The Executive Director must pre-approve all CWS volunteers before they sign up for volunteer shifts (i.e., no walk ins allowed).

If the conviction(s) involve crimes against children, crimes of domestic violence, or any other crime of a violent or sexual nature, you will not be considered for court-mandated community service at KPFB. We accept offenses related to misdemeanor drug charges, traffic violations, driving while impaired, and other non-violent misdemeanors. We will consider those with non-violent felony convictions on a case-by-case basis.

It is the policy of this organization to provide equal opportunity without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

CWS volunteers are wholly responsible for recording their own hours. The Food Bank is unable to reconstruct your hours for you after the fact. The Executive Director is only able to attest to properly recorded hours. If you have any questions about how to record your hours and receive credit, please talk to the staff supervising you or the Executive Director right away.

CWS volunteers must comply with all terms of the general Volunteer Policy.

KPFB reserves the right to:

- Cancel or turn away any court-mandated volunteer that does not follow our safety procedures, guidelines, or dress code.
- Immediately dismiss court-mandated volunteers who attempt to forge time sheets.

Court-ordered community service is voluntary and subject to termination by you or by our staff at will, with or without cause or reason, and with or without notice at any time.

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KENAI PENINSULA

Food Bank

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Emergency Contact Information Form

This information will be extremely important in the event of an accident or medical emergency.

Please be sure to sign and date this form

Name: _____
Last First MI

Phone:
Home: _____ **Cell:** _____

Home Email Address: _____

Address: _____
Street City State Zip Code

Primary Emergency Contact Name: _____
Last First

Relationship: _____

Phone:
Home: _____ **Cell:** _____ **Work:** _____

Comments (include any special medical or personal information you would want an emergency care provider to know – or special contact information:

Signature: _____ **Date:** _____

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