

The Food Bank of Northeast Georgia

# Volunteer Handbook

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# Welcome to the Food Bank!

Thank you for your interest in volunteering at the Food Bank of Northeast Georgia. Volunteers are vital to our mission of fighting food-insecurity in our communities. By volunteering even a couple hours, you are part of our effort to ensure that food is distributed to every Georgian in need. Our programs continue to grow each year, reaching more individuals within the Northeast Georgia region struggling with food insecurity, and we could not address these needs without the help of our volunteers. Whether you provide administrative support, sort food in our warehouse, or weed in our Teaching Garden, volunteers are vital and deeply appreciated. This handbook will help those interested in volunteering with the Food Bank understand what each volunteer opportunity entails.



# What is a Food Bank?

## Creating a Community Where No Neighbor Experiences Food Insecurity

The Food Bank of Northeast Georgia is a 501(c)3 not-for-profit organization affiliated with Feeding America, the nation's largest hunger relief organization, which gathers purchased surplus food and donated items from local, regional, state, and national product partners. The product partners who donate to us include manufacturers, retailers, grocers, local farmers, USDA, GNAP, and more. The food donations we secure mostly consist of fresh bread and produce, as well as items that might have damaged packaging, were overproduced, or are getting close to the sell-by date. Upon processing and screening the donations to ensure health safety guidelines are met, we then distribute the processed donations to human-service agencies. The majority of our food is directly provided by local human-service agencies to individuals suffering from food insecurity. These partner agencies include organizations such as: soup kitchens, shelters, rehabilitation sites, and other social programs where clients may need to eat and sometimes live on-site.



# Our History

## From 1996 to Present Day

Partnering with the Food Bank of Atlanta, the Food Bank of Northeast Georgia was established separately and evolved from the Athens Emergency Food Bank in 1992. We aimed to distribute food to member agencies in the Northeast Georgia region in the space that is now recognized as “The Grit” restaurant in Downtown Athens. After gaining certification, we moved to our current facility with a teaching garden in 1997 on Newton Bridge Road, quickly expanded to meet our needs for distribution, and by 2014, were distributing over 12 million pounds of food annually to 204 partner agencies. We established a second location in Rabun County in 2016 that contains a teaching kitchen, quick freeze facility, and a farmer's market. In 2020, the Food Bank of Northeast Georgia served over 13 million pounds of food to struggling individuals.







# Who Are Our Volunteers?

At the Food Bank of Northeast Georgia, we are reminded daily of the generosity and enthusiasm of community members who look to serve those in need and who have dedicated tens of thousands of hours volunteering every year for the last decade. Volunteers are a cornerstone foundation on which the Food Bank of Northeast Georgia relies to meet our needs for distribution and create a community in which no neighbor experiences hunger. Our diverse volunteer base consists of people of all genders, backgrounds, races, ethnicities, and ages, with all children under 18 accompanied by an adult.

While some volunteer individually or with friends or family, many are affiliated with school organizations, local businesses, religious groups, and other dedicated community agencies. The commitment level varies from several hours in one given day to weekly commitments over a longer timeframe.





# Children 17 and Under

We love to encourage children of all ages to get involved volunteering through the Food Bank of Northeast Georgia and provide opportunities for children to make an impact serving their community. For safety purposes, we require all people under the age of 18 to be accompanied by an adult. For groups, minors 10 to 15 years old must have one adult chaperone for every 5 minors. Minors 16-17 years old must have one adult chaperone for every seven minors.

Due to the pandemic, regulations involving age requirements are apt to change. All changes will be visibly posted on our *Volunteer* tab and directly communicated to registered volunteers.



# Training Our Volunteers

## Quality Training for a Quality Experience

When you initially report to volunteer at the Food Bank, you will receive a brief orientation on the layout and procedures of the Food Bank based upon your given volunteer event. The volunteer coordinator or Food Bank staff member will explain the volunteer process for the event, demonstrate how the tasks are to be completed, and provide other necessary training to prepare you to work. On-the-job training is an important part of your volunteer experience; volunteers learn from each other as well as from Food Bank personnel who train and supervise the volunteers. Staff and Volunteer Coordinators are available to assist and answer questions as you carry out your tasks. This handbook contains descriptions of the various volunteer opportunities we have at the Food Bank of Northeast Georgia.





# How to Schedule to Volunteer

After creating an account, it's as easy as one click of a button!

To sign up for a volunteer opportunity, please visit:

**FoodBankNEGA.GivePulse.com**

To begin, all first-time volunteers must create a volunteer account, which will hold a record of all official recorded volunteer hours. Please select the day(s) of interest to volunteer with the Food Bank of Northeast Georgia on our calendar after clicking the "Sign Up" button. All information needed to create an account will remain confidential and will only be used for verification purposes. After an account is created, volunteers can sign up for as many volunteer opportunities as needed. Once registered for a volunteer event, all volunteers will be contacted by Email in advance as a reminder of the volunteer opportunity. After an event, volunteers can leave an "Impact" survey of their volunteer experience per volunteer event.

Volunteers may login to their account to check their verified volunteer hours at any time by reviewing their profile and may review all impacts, surveys, and previously attended events under "*Dashboard*."

# Location and Contact Information

The Athens Branch and main warehouse of the Food Bank of Northeast Georgia is located at **861 Newton Bridge Road, Athens, GA**. The Mountain Distribution Center in Rabun county is located at **5312 Highway 441 South, Tiger, GA**. Our hours of operation for both facilities are Monday-Friday from 8:00a.m. to 4:30 p.m. but we may have scheduled volunteer programs outside our normal hours.

For those with questions and concerns or requesting an internship, please contact a volunteer coordinator at the Food Bank by sending an email to **[volunteers@foodbanknega.org](mailto:volunteers@foodbanknega.org)** or calling our Volunteer Department at: **(706) 354-8191 extension 112**.





# Volunteer Work

## Maintenance, Cleaning, and Yard Work

Numerous tasks are required to keep the warehouse, storerooms, and grounds sanitary, safe, and operational. Volunteers assist by doing jobs such as painting, general cleaning, removing trash, cleaning windows, repairing or building storage shelves, deep cleaning coolers/freezers, or relocating food distribution containers indoors. Outdoor work includes raking leaves, trimming bushes or trees, weeding flower beds, mowing lawns, spreading mulch, picking up trash on the grounds, and other general manual labor.

## Maintaining Our Outreach Garden

The Food Bank has one-third of an acre of ground near the warehouses that is used to grow fresh vegetables, fruits, and seedlings for distribution to local communities in relation to SNAP outreach. Volunteers help plant, cultivate, and harvest fresh food from this garden by performing routine gardening tasks such as cultivating soil, fertilizing, planting and watering plants, potting and repotting plants, weeding, and picking fresh produce as they ripen. These tasks occur throughout the growing season and summer months with additional maintenance tasks during the winter.





# Volunteer Work

## Office Work and Mailing

Volunteers assist with a variety of office tasks that include sorting files, writing thank you notes to donors, folding letters and stuffing envelopes for bulk mailings, adding address labels and preparing flyers for mailing, labeling bags for bread cutting, simple data entry, and helping to maintain and update our online signup lists.

## Food2Kids Bagging

The Food2Kids bags we prepare typically contain six meals and two snacks for each weekend that school is in session (40 weeks) to previously identified food-insecure children. Volunteers assist with the weekly preparation of approximately 1800 plastic bags of food. The process involves organizing Food2Kids product in an assembly line, sorting multiple small food items into bins, and following the daily listed quantity of individual items to place into bags for distribution.





# Volunteer Work

## Lena Watkins Brown Bag Preparation

Following a list, volunteers build an average of 625 bags of specific shelf-stable goods to provide to identified food-insecure seniors monthly in our 14 county region. These 30-35 pound bags are either delivered by the Volunteer Department driver or are picked up by an agency, but may include volunteers delivering bags to the seniors when necessary.

## Bagging Produce

Contributions to the Food Bank from farmers or retail stores are often received as bulk produce or large bags of fresh vegetables and fruit. Volunteers help to screen, process, and repackage this produce by placing it into smaller bags that are easier for agencies to distribute in their food pantries and other food programs at the Food Bank of Northeast Georgia.





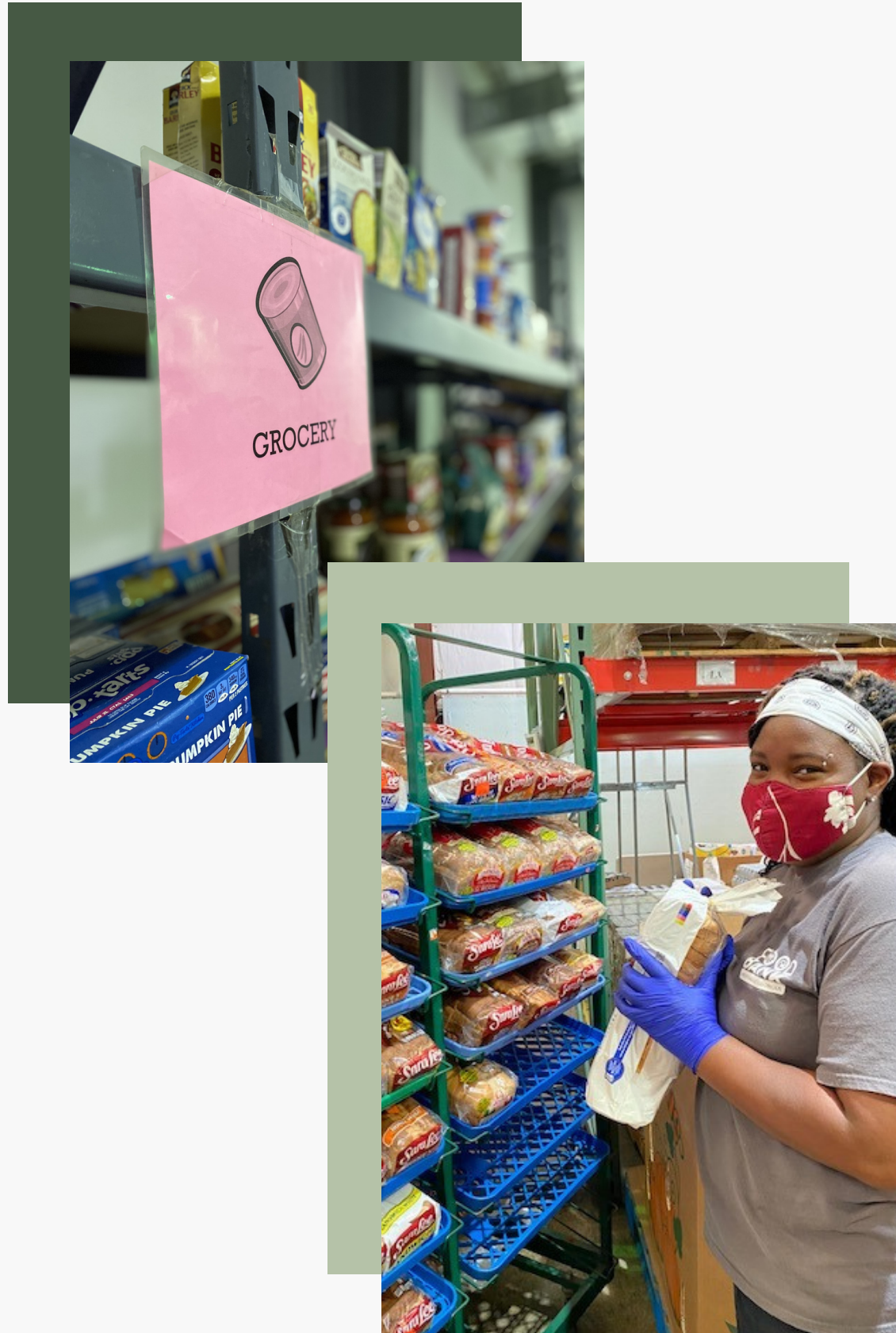
# Volunteer Work

## Stocking Shelves

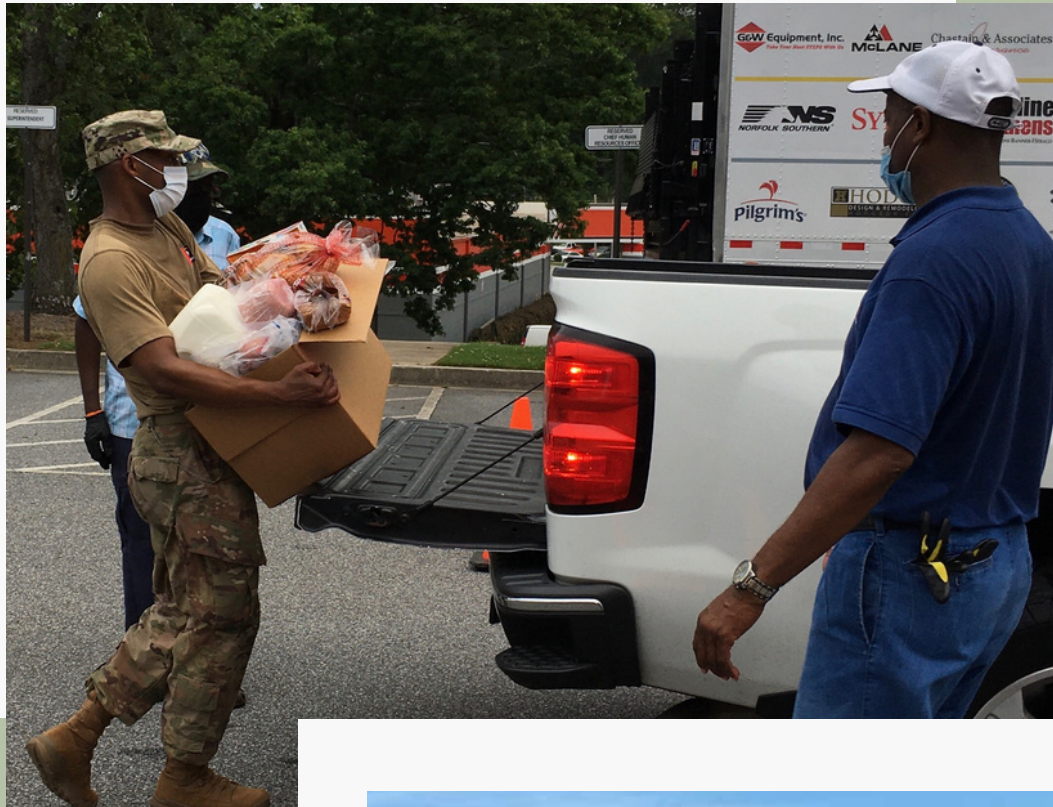
Stocking involves organizing and placing donated products on Food Bank shelves, cleaning shelf space, and helping to keep foodstuffs available and easy to access. Volunteers take food donations that have been sorted into categories and boxes and place them on shelves in the shopping/sales area of the Food Bank building. These groceries are usually boxes, cans, bags, jars, and bottles of food that are displayed in an organized manner on open shelves similar to a grocery store. This setup allows agency representatives to easily shop for the items they need to distribute to their patrons in local food pantries or through other services.

## Bread Run

Unless using one's own vehicle, after submitting a Motor Vehicle Report with a good driving record and with valid driver's license, volunteers may drive Food Bank vans to pick up day-old bread, produce, and other donations from various stores in the area. This job involves contacting proper store personnel on-site, loading the donations into the van at each store, and returning to the Food Bank to unload the product. All donations must be separated by donor, weighed on our scale in the Volunteer Department, and individually recorded using pre-printed Donation Slips. The Bread Run starts at 8:30a.m. and, on average, requires 3 to 4 hours to complete and may require repetitive lifting of donations weighing up to 50 pounds.







# Mobile Pantry

A mobile pantry distribution is an external outdoor drive-thru grocery service in which the Food Bank of Northeast Georgia provides groceries directly to food-insecure families within our region with the help of volunteers. Volunteers help by distributing an exact number of beverage, produce, frozen, and shelf-stable items per family represented in each car, directing traffic within the parking lot for efficient traffic flow, and engaging clients to ensure a pleasant experience for our clients.

## Distribution

Volunteers will be expected to repeatedly lift groceries up to 35 pounds, stand for up to 4 hours, and work as a team to efficiently load and organize the groceries in each client's car. Volunteers involved with distribution may be required to distribute multiple items per client and may need to use simple multiplication for cars with multiple clients.

## Traffic Control and Customer Service

Volunteers involved with traffic control may help in the function of organizing cars in line, handing out forms and writing utensils, numbering clients represented in each car, directing traffic flow, and to welcome and provide salutations for departure to create a pleasant experience for our clients.





# Salvage

The Food Bank sorts and saves food and other saved products that would otherwise be destroyed due to minor damages, inventory error, or expiration. We call these donations "Salvage." Volunteers sort and categorize product donated by individual donations, food drives, grocers and retailers, other Food Banks, and other agencies. Training for sorting product into categories and rules for discarding products will be given prior to beginning the salvage process. Instructions and food categories are clearly posted in the Volunteer Department. Each category has stringent guidelines that must be followed to ensure food integrity and safety. Sorted products are categorized and placed on pallets until the pallets reach capacity. The full pallets are weighed and recorded for inventory purposes and moved to Agency Shopping storage for distribution.

After salvage, the sorting area is cleared of debris and sanitized, cardboard is put into our recycle dumpsters, floors swept and mopped, and tables cleaned. All trash needs to be weighed and recorded before disposal. Salvage sorters are required to wear gloves during the entire process, provided by the Food Bank, and are encouraged to wash and sanitize their hands thoroughly after the salvage process.



Discard Cans With These Defects



Severe dent in seam



Deep dents in can body



Missing or unreadable labels



Swollen or bulging ends



Holes or signs of leaking



Rust that cannot be wiped off

# Volunteer Work

## Salvage Processing Procedures

The salvage process requires the volunteer to effectively sort through product to claim what is considered food-safe, ensuring that there is no legitimate damage to the product, is not expired according to USDA standards, and the item is cleaned and appropriately fixed if packaging is damaged. To begin, the volunteer needs to collect and remove trash from the donation boxes, trash including leaking containers, any food items without a label/ingredients/allergen listings, medicine, and baby food that expires before the end of the current month, other items that are over three months expired, and cans with sharp-cornered dents, dents that fold the can in on itself, or sharp dents near the upper or lower seal. All leaking liquids should be poured into the sink in the reclamation room and any major spills needs to be immediately reported and mopped. If product is soiled or packaging is damaged, but the seal is unopened, in circumstances that may not be repaired with a wipe or tape, packaging may be disposed if the product contains individually wrapped items with a valid ingredients list. Once processed, salvage is separated by Grocery, Snack, Beverage, Cans, Non-Food, and Pet Supplies into banana boxes. Those boxes are stacked on designated pallets, 36 boxes maximum per pallet. If at any time you have any questions while sorting, we strongly urge all volunteers to ask a volunteer coordinator.



**Vitamins,  
Supplements,  
and Medications**



All medications, supplements, and medications must be tossed. The only medicinal product we keep includes: multigummy vitamins, cough drops, weight-loss smoothies, protein drinks, and protein powder

**Damage and Sale  
Stickers**



Any items with a DAMAGED or Sale sticker must be investigated to ensure there is no damage to the seal or container. Damage stickers often cover cuts into packaging or to prevent leakage and therefore must be removed to ensure an accurate investigation.

**Soft Goods with  
Damaged Seals**



Light cardboard, aluminum, and boxed items should be inspected to ensure the packaged seals have not been punctured or damaged. If a seal has been broken, the item must be tossed.

**Loose Paper Products**



Paper product, such as toilet paper and paper towels, should be placed in a brown paper bag and stapled close before placing the product in Non-Food.

**Damaged Soft Goods  
with  
Secure Seals**



Light cardboard and boxed items that show any degree of damage but contain sealed food should be fixed using clear packing tape. Packages will be displayed in Agency shopping and therefore should be taped as neatly as possible.

**Missing Nutrition  
Label/Ingredients List**



All items missing any part of the nutrition label or ingredients list fail FDA guidelines for safe consumption and use and therefore must be tossed.

# Volunteer Work

## Bread Cutting and Bagging

Volunteers slice donated rolls, bread, and bagels and place them into small, labeled zip-lock bags for the Food2Kids program. Bread cutting occurs in a designated, sanitized area, with knives, trays, cutting boards, containers, and table space provided. Everyone cutting bread is required to wear a hair net, safety gloves and disposable vinyl gloves, which are provided by the Food Bank. Volunteers may also operate the bread slicing machine in addition to hand-slicing. Instructions and safety procedures will be provided to volunteers prior to operating or cleaning the bread slicing equipment which has sharp blades. Bagged bread is placed in a freezer for storage. Afterward, all knives, cutting boards, trays and tables must be cleaned and disinfected and the floor swept and mopped.

## Annual Special Events

Volunteers are needed for several special events that the Food Bank organizes in the community each year. A variety of support tasks by volunteers are critical to the success of these fundraising events. Events include the Empty Bowl Luncheon, Hunger Bowl, Will Rock 4 Food, G-Day Game, and others. Volunteer tasks may include event setup and cleanup, serving food, stocking supplies, behind-the-scenes help, trash takeout, and event planning or promoting.





# Programs

## Agency Distribution

Food is provided free of charge to those in need through our 204 partner agencies. This is our primary form of food distribution.

## Mobile Pantry Distribution

Hundreds of families receive perishable and nonperishable food from the Food Bank's monthly, directly distributed from our box trucks and tractor trailers. This program eliminates the need for storage space for our partner agencies.

## Food2Kids

Child-friendly weekend meals are provided to students who have been identified by schools as being food-insecure. Agencies pick up and deliver bags each week to schools which distribute to the identified students to take home for the weekends, when food would not be provided by the school.

## Food2Kids 360

This program is an extension of Food2Kids, implemented to ensure the identified food-insecure children continue to receive weekend meals to help close the Summer meal gap.



# Programs

## Stock The Pantry

The Food Bank helps stock food pantries for new Habitat for Humanity homeowners.

## Lena Watkins Senior Brown Bag

With the help of volunteers, supplemental bags of food are delivered to homes of homebound seniors and disabled individuals once a month.

## Feeding a Family

In conjunction with the Food2Kids program, once a month we place vouchers in the kids' food bags. Families can redeem the vouchers for a box of supplemental food from a participating partner agency, which provides food for the entire family.

## Kids Café Program

Children under the age of 18 can receive well-balanced, hot, nutritional evening meals in a safe, accessible, friendly environment through food we provide to partner agencies.

## Feeding a Family

Working with Georgia Organics, the Food Bank helps connect local farmers with local schools to serve healthier options in school cafeterias. This program incorporates food, farm, and nutrition into the school curriculum, while supporting small-scale, local food crop producers donating fruits and vegetables to schools.

# Policies

## Harrassment and Sexual Harrassment

The Food Bank will not condone any type of harassment. Harassment is a form of discrimination which consists of unwelcome conduct, whether verbal, physical or visual, that is based upon a person's protected status including race, ethnicity, color, religion, sex/sexual orientation, gender identity, national origin, age, disability, protected veteran status, genetic information, or any other characteristic protected by federal, state, or local law. The Food Bank will not tolerate harassing conduct that interferes unreasonably with a person's work performance, or that creates an intimidating, hostile, or offensive working environment. Harassment may include, but is not limited to, persistent remarks, slurs, personal insults, derogatory comments or jokes, intimidation, negative stereotyping, or any behavior that creates an intimidating or demeaning work environment. Harassment includes threats, touching, assault, and physical interference with an employee's work environment, whether directed at the complaining employee. Harassment may be written, electronic, mechanical, telephonic, or graphic. It includes material on walls, bulletin boards, computers, or elsewhere on FBNEGA premises. It also includes material circulated in the workplace. FBNEGA prohibits harassment not only at its facilities, but also at client and donor facilities and at any other location where a business-related function occurs.

Sexual harassment is defined as, but not limited to, any verbal or physical conduct of a sexual nature that implicitly or explicitly involves an employment condition or creates an intimidating, hostile or offensive work environment or interferes with work performance. Associates and National Guard who believe they are being subjected to sexual harassment by a co-worker, manager, supervisor, other individual (whether associated with the Food Bank or not), or who believe that their employment is being adversely affected by such conduct, should report such incident to the Volunteer Department Supervisor. A prompt and thorough investigation of the complaint will be conducted. Individuals responsible for harassment will be subject to disciplinary action, up to and including discharge.

# Policies

## Drug-Free Environment

The Food Bank strictly prohibits the use, sale, possession, or manufacture of illegal drugs in the workplace or while engaged in Food Bank activities. Both Food Bank facilities are non-smoking, including all tobacco and vape products. Per the United States Health Department, all smokers must be 10 feet away from any entrance to the buildings while smoking and smoking in a Food Bank vehicle is prohibited.

## Electronic Information Policy

The desktop computers, tablet, phone, copy machine, and other electronic property owned by the Food Bank of Northeast Georgia contains confidential information and are for specified personnel only. No volunteer is allowed to use any electronics owned by the Food Bank unless explicitly authorized to do so by a Food Bank staff member.

# Dress Code

In consideration of safety guidelines and regulations, all volunteers are required to wear closed-toe shoes. No shoes with a hollow or thin heel or wheeled-heel are allowed in the warehouse or at Food Bank-hosted events. Footwear that is not permitted includes sandals, Crocs, flip-flops, Chacos, heels, high-heeled boots, wedges, and Heelys. This is an important requirement and no exceptions can be made due to safety concerns. Volunteers that do not meet this requirement will be required to change into appropriate footwear before going back to work. Comfortable and durable clothing is also recommended. For those doing outdoor activities, please wear clothing best suited for the weather.

Shoes listed below are examples of inappropriate shoe-wear:





# Safety Procedures

## Report to the Supervisor

Volunteers will be informed of equipment or processes they may encounter while performing volunteer work and will be trained and equipped in methods to deal with any identified risks. Any injuries, accidents, or spillage that occurs during your volunteer work should be reported immediately to the volunteer coordinator or other Food Bank staff member.

## First Aid Kits

First aid kits are located in the Volunteer Department, the back warehouse, near the Operation Manager's office, the Senior Brown Bag room, in Agency Shopping, or at the Food Bank hosted event.

## Emergency Evacuation Route and Inclement Weather

Emergency evacuation routes are shown on the building map posted in the Volunteer Department. The tornado shelter is in the reclamation room in the main warehouse, also shown on the building map. In case of inclement weather conditions, if you do not feel safe traveling to the Food Bank, contact the volunteer coordinator to report that you will not be volunteering that day. Due to inclement weather, volunteer opportunities may be cancelled, in which case each volunteer will be contacted and updated. Otherwise, volunteer opportunities will continue under reasonable weather circumstances.





## How To Wash Your Hands



**1 Wet your hands and arms**  
Use running water as hot as you can comfortably stand



**2 Apply soap**  
Apply enough to build up a good lather



**3 Scrub your hands and arms vigorously for 10 to 15 seconds**  
Clean under fingernails and between fingers



**4 Rinse your hands and arms thoroughly**  
Use running warm water



**5 Dry your hands and arms**  
Use a single-use paper towel or hand dryer



# Safety Procedures

## In Case of Injury

Volunteer work may involve using tools, knives, and other equipment that may lead to injury. To prevent injury, please use tools only when needed and as intended. Some injuries cannot be prevented and accidents happen. Upon injury, volunteers should immediately stop what they are doing and contact a volunteer coordinator if possible. All minor cuts will need to be washed and dressed. If a volunteer receives a cut on their hand, the volunteer will be required to wear a glove after bandaging to continue working. If the volunteer is rendered unconscious, receives head injury, or sustains any type of severe injury, Food Bank staff may call for an ambulance for immediate emergency care.

## Inability to Complete Tasks

For some opportunities, volunteer work can be strenuous and involves manual labor, standing for long periods of time, lifting heavy objects, and coming into contact with food-related allergens. If for any reason your health does not permit you to perform certain volunteer duties, please contact a volunteer coordinator either ahead of time or in person. We will accommodate you to the best of our abilities.

## Proper Handwashing Procedures

To meet our health and safety standards, it is important that all volunteers and staff wear gloves and wash their hands regularly when working with food that goes to any of our programs.



# Donations

## Why Donations are Essential

The donations the Food Bank of Northeast Georgia receives go directly to our agencies for our clients after being screened. The donations we receive from food drives are essential for maintaining the variety needed for our clients. The Food Bank of Northeast Georgia accepts all donations from our donors. Upon arrival, volunteers can announce their donation and will be greeted by a Volunteer Department staff member who will weigh and accept their donations. For those looking to collect a record, to donate as part of a food drive, or to report to an organization or job, weight receipts can be recorded and provided upon request.

## Volunteer Hours For Food Drives

For those looking to collect volunteer service hours, hosting a food drive is a simple and effective way of gaining volunteer hours for you and/or your organization members. To collect volunteer hours for donating, please notify a volunteer coordinator and share contact information to ensure your donations are properly recorded and that volunteer hours are properly dispersed.



# Food Drives

## Hosting a Food Drive

Hosting a food drive is the responsibility of the volunteer looking to do so. The Food Bank of Northeast Georgia has seasonal drives that you may participate in and may have posters for that particular drive, but the responsibility of publication and advertising would lay on the volunteer. The volunteer would need to collect all donations and bring them to the Food Bank of Northeast Georgia to be weighed and recorded. For large food drives, a volunteer may request a barrel, a sturdy, 10-pound cylinder that provides a safe and convenient way to collect donations. If large donations exceed the ability to deliver to the Food Bank of Northeast Georgia, the volunteer may call and request a donation pickup. Because of restricted availability, a donation pickup will need to be negotiated to fit the availability of the Volunteer Department driver.

## Innovation-driven

Fulfilling seasonal donation requests provides product and items most needed for current and future programs of the Food Bank of Northeast Georgia. Seasonal food drives are updated monthly on our website and might include non-food or specific food items that are rarely donated but are critical for the programs they are applied to.







# Covid-19

## Enforced Covid-19 Regulations

The Food Bank of Northeast Georgia is committed to the health and safety of our clients, staff, and volunteers and therefore will adjust Covid-19 regulations in relation to the status of the Covid-19 pandemic. All updates to Covid-19 regulations for volunteers will be announced directly to volunteers and will be displayed on our website under the *Volunteer* tab.

All volunteers are required to wear face masks covering both the nose and the mouth at all times during Food Bank events and while on Food Bank property. Volunteers are also encouraged to socially distance when possible. Volunteers working on-site will be required to have your temperature checked and recorded every day before beginning volunteer work. During food-handling events, volunteers are required to wear gloves and are encouraged to use hand sanitizer and wash hands when applicable. A volunteer may be required to leave the facility or Food Bank event if they do not adhere to our Covid-19 regulations.

## Sanitation Products Provided

The Food Bank of Northeast Georgia provides sanitation products to prevent the spread of Covid-19. Gloves, disposable face masks, and hand sanitizer are provided within the facility and at all Food Bank hosted events for volunteer and staff use.

# Volunteer Groups and Team Leaders

## Group Leaders

All groups and organizations looking to register for a date or event may do so through our volunteer calendar on GivePulse. Each group will require a designated group leader for designated contact. If for any reason you or your organization has trouble signing a group for a date or would like to privatize a volunteer date, we ask that the group leader uses the contact below to call or Email with any questions you may have.

## Group Scheduling

For scheduling a group, you may either share the link from the event page of your choosing to your group to signup. If there are issues with signing your group, we ask for you to send a list of full names, Email addresses, and phone numbers of each corresponding volunteer planning to attend as well as a list of dates and times within our hours of operation, Monday through Friday, as our event signups are first-come-first-serve. For groups looking to establish a longterm relationship with the Food Bank to provide support on a regular occasion with a group of dedicated volunteers, please contact us using the information below to begin setting up an subgroup account for regular volunteer assistance through your organization.

## Group Questions and Contact

To schedule an appointment, please Email us at:

**NCooke@FoodBankNEGA.org**





# How to Become an Intern

## Internship

Interning with the Food Bank of Northeast Georgia provides excellent experience and opportunities to serve members of our local community struggling with food insecurity. An internship provides first-hand knowledge and experience working alongside professionals specializing in nutrition, leadership, social work, horticulture, and warehouse distribution within our facility. Expectations for interns vary depending on circumstances and the department applied for. However, these positions often involve assisting a department and typically require some skills related to Microsoft applications, data entry, and time management. All internships with the Food Bank of Northeast Georgia are unpaid. Interns must be available to work 2-3 days a week during our open hours for a minimum of 10 hours a week for 3 or more months.

## How to Apply

To apply for an internship with the Food Bank, please email a cover letter, a resumé, and your availability to: **BTaylor@FoodBankNEGA.org**

# Follow us on Social Media

Make sure to caption pictures of you volunteering for the Food Bank with #FoodbankofNortheastGeorgia to possibly be featured on our social media pages!



**@FoodBankNEGA**



Food Bank of Northeast Georgia  
**@FoodBankofNortheastGeorgia**



**@FoodBankNEGA**



# Thank you for joining us in the effort to end food insecurity in Georgia!

We look forward to serving with you.

