FOOD BANK
OF NORTHEAST GEORGIA

Volunteer Handbook

FOODBANKNEGA.ORG

WHAT TO EXPECT

Volunteerism is a cornerstone of our ability to feed more than 104,000 neighbors in our region who face food insecurity. Necessary volunteer training will be conducted on-site, with experienced staff, at the beginning of the volunteer shift. Volunteers should to be able to lift 25lbs and stand for a long period of time.

TYPES OF VOLUNTEER EVENTS:

Food Rescue: Volunteers will sort through and inspect donations from our retail partners. Food rescue activities include sorting dry goods, bread and bakery items, mixed produce, and frozen products.

Boxing: Volunteers will form an assembly line to pack boxes to serve our Members with pre-packed shelf stable items. Each volunteer will place the correct number of items into a box and then push the box down a conveyor to another volunteer. Once boxes are full, volunteers will tape and stack boxes onto a pallet.

Volunteer activities are based on the needs of our warehouse and Sharing Floor. We are unable to tell you what activity you will be participating in ahead of time.

HOW TO SIGN UP

Sign up for volunteer shifts by clicking the link in “Register to volunteer here!" to be directed to our Bloomerang Volunteer page. Scroll down and select the “Athens Branch” or “Mountain Branch” opportunity based on the location you would like to volunteer at. First time users will be prompted to create an account through Bloomerang Volunteer.

To create a safe and enjoyable volunteer experience, every volunteer is required to register in advance and sign up for a shift that has available slots.

For any volunteer sign up questions, contact **volunteer@foodbanknega.org.**

ARRIVAL INSTRUCTIONS

Athens Branch

890 Newton Bridge Rd Athens, GA 30607

Once you are parked and ready to volunteer, enter the doors labeled “Volunteers."

Mountain Branch

46 Plaza Way, Clayton, GA 30525

Once you are parked and ready to volunteer, enter the main lobby through the glass doors.

LARGE GROUPS

To schedule groups larger than **5**, fill out the Large Group Request Form on our website and a member of our staff will reach out to coordinate a volunteer session for your group.

Groups are scheduled in order of request and limited to one group per session. Requests should be made 8 weeks in advance to ensure a timeslot.

SCHOOL GROUPS

The Food Bank welcomes student groups **6th** grade and up to volunteer. We invite **25** volunteers per group with a minimum of **2-3** chaperones. Each session, students will volunteer for **60** minutes followed by a **30-minute** tour of the Food Bank where they are encouraged to ask questions about our work.

WHAT YOU NEED TO KNOW

MINORS

Volunteers must be **12** years old or older to volunteer. Children between the ages of **12-13** must be accompanied by an adult who is also volunteering alongside them for the entire volunteer shift. Volunteers over the age of **14** are allowed to volunteer on their own.

An adult must register all minors through Bloomerang Volunteer. If your minor does not have an email, please contact staff prior to volunteer session.

ATTIRE

All volunteers are required to wear tennis shoes, long pants, and t-shirts. **We have scrubs available if you are not in appropriate attire.**

Headphones and cell phone usage is prohibited while volunteers are working.

EMERGENCY WEATHER

In the event of an emergency a Food Bank staff member will guide you to the correct location.

In case of inclement weather conditions, you will be contacted via email if cancellation occurs. If you feel unsafe driving to or attending a volunteer event, please email our Volunteer Team at: **volunteer@foodbanknega.org**

YOUR ROLE IN KEEPING FOOD SAFE

SICK REGULATIONS

Volunteers who are sick or showing signs of illness should unregister for volunteer shifts and may return to volunteer with the Food Bank after fully recovering.

SAFETY PRECAUTIONS

Any injuries, accidents, spillage or safety concerns that occur during your volunteer activity should be reported immediately to Food Bank staff. There is a first aid kit located in the Volunteer Center.

DRUG FREE FACILITY

The Food Bank of Northeast Georgia maintains a zero-tolerance drug and alcohol-free workplace policy. **The Food Bank strictly prohibits staff and volunteers from being under the influence of, the using, possessing, distributing, and selling of alcohol or drugs on Food Bank of Northeast Georgia property.**

PERSONAL HYGIENE

Handwashing:

To effectively wash your hands, simply follow this 5-step process (which should take at least 20 seconds):

1. Wet hands and arms
2. Apply soap
3. Scrub hands and arms vigorously for 10 -15 seconds
4. Rinse hands and arms thoroughly
5. Dry hands and arms with a single use paper towel or a hand dryer.

Using Gloves Correctly:

You should change gloves as soon as they become torn, before beginning a different task, before handling food, or after an interruption, such as taking a phone call.

Thank you for volunteering with the Food Bank of Northeast Georgia!

Together we can make sure

EVERY NEIGHBOR. HAS ENOUGH FOOD. EVERYDAY.