

Volunteer List

The Food Bank for Central
& Northeast Missouri



Thank you for your willingness to volunteer at The Food Bank for Central & Northeast Missouri.



Scheduling Your Visit

- ☐ Please call in your schedule request with as much notice as possible. We are able to schedule several months in advance.
- ☐ You must set up a volunteer profile before you volunteer at The Food Bank.
- ☐ We make every effort to confirm your group's schedule approximately 48 hours prior to your appointment. If there is a change in the number of volunteers or a change in the time of your appointment, contact us so that we can make appropriate accommodations.
- ☐ Please allow time at the end of your scheduled block to help clean the work area. Notify the workroom coordinator if you plan to leave earlier than your scheduled shift.



What to Wear

- ☐ **Closed-toed shoes (no exceptions)**
- ☐ **Short or long sleeve shirts (shoulders must be covered) No tank tops**
- ☐ **No cell phone use in the volunteer room or on the volunteer floor.**
- ☐ Hair and beard nets will be provided and must be worn.
- ☐ Necklaces, lanyards, glasses hanging from clothing, or scarves are not allowed.
- ☐ Large jewelry must be under clothing or protective gear provided by The Food Bank.
- ☐ Offensive printing on clothing is not allowed.
- ☐ Please leave personal items in your car as TFB will not be held responsible for loss or damage of these items.
- ☐ All personal items (cell phones, purses, back- packs) should be locked in vehicles or checked in at the Volunteer Room desk to be secured during your volunteer shift. Break times will be noted by staff.



Children

- ☐ Children ages 9 and older are welcome to serve with a parent/guardian. Kids Helping Kids Days allow children ages 4-12 to serve along with parents/guardians. A ratio of 1 adult per 2 children is preferred.
- ☐ All volunteers must be able to stand flatfooted on the floor and be able to reach across a counter-height table (approximately 48" tall). Volunteers are not allowed to stand on a stepstool or sit on tables.
- ☐ All volunteers must be able to work independently under instructions.
- ☐ Anyone under the age of 16 must be accompanied by an adult. Groups of students ages 9-16 must have a ratio of 1 adult to 4 children.
- ☐ Toddlers or babies in strollers/backpacks/slings/baby carriers are not allowed in the Volunteer Room.



When You Arrive


- ☐ Access to the Volunteer Room is available via stairs or elevator. Same-level access is available via the East Entrance.
- ☐ No food or drink is allowed in the Volunteer Room.
- ☐ **The Volunteer Room is closed 12:30-12:55PM**
- ☐ **Volunteer Breaks are at 10:00AM and 3:00PM**

Questions?

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