



Group Volunteer Guidelines

Thank you for your interest in scheduling a group to volunteer at the Rhode Island Community Food Bank. At the Food Bank, volunteers enable us to provide food assistance to those in need. Each day there are a variety of tasks for volunteers which include, inspecting, sorting, labeling and packing donated food in our production warehouse.

Things you should know as the leader of your group...

Safety:

- Everyone on the premises must be **at least 14 years of age**.
- Groups with students under the age of 18 should have **one adult present for every five students**.
- Volunteers should be capable of lifting 30-35 pounds.
- Each volunteer must be able to read dates and ingredient labels on food containers and make judgments regarding food safety. Proper training will be provided by Food Bank staff.
- Volunteers must be able to see and hear warehouse machines in operation.
- Unfortunately, we are unable to accommodate wheelchairs in our production warehouse. If you have a volunteer who is affected by this policy, please let the Volunteer Coordinator know ahead of time, as an office project may potentially be prepared with advance notice.
- Accommodations for volunteers with special needs or unique circumstances are addressed on a case by case basis. Please contact the Volunteer Coordinator to discuss.

Scheduling:

- All groups must be placed on the schedule by the Volunteer Coordinator. We do not accept walk-ins. Groups are expected to arrive on time for their scheduled shift.
 - If your group is unable to arrive at the scheduled time or if there is a change in the number of volunteers participating, please contact the Volunteer Coordinator as soon as possible.
 - In the case of inclement weather, please call the Food Bank after 6:30am to hear a voicemail stating whether we are open, closed or delayed.
 - If your group would like a tour of our facility, we are happy to accommodate. A tour can be scheduled in advance through the Volunteer Coordinator.
 - If you would like to reserve our Community Room for lunch for before or after your volunteer shift, please notify the Volunteer Coordinator so we can reserve that ahead of time.
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Group Volunteer Guidelines (continued)

Please share the following information with all of the volunteers in your group.

- All volunteers must wear **closed-toe shoes (no sandals or flip flops)**.
- Volunteers can dress comfortably in clothing they don't mind getting a little dirty. Our warehouse is heated in the winter and air conditioned in the summer, but it is always best to dress in layers to stay comfortable.
- There is plenty of free parking onsite. The Food Bank is located at 200 Niantic Avenue, Providence, RI 02907. Directions can be found on our website: www.rifoodbank.org.
- The use of cell phones, iPods or any device that may distract volunteers from their surroundings in the warehouse is prohibited.
- We have a break room that volunteers are welcome to leave coats and/or other belongings, however we do not have lockers to secure valuables so volunteers may want to leave purses or other valuable items in their vehicles during their shift.