

## Volunteer Resources Volunteer Rules

- Please wear sneakers, tennis shoes, or work boots. Open-toed shoes (sandals and flip-flops) or shoes with heels are not permitted in the warehouse.
- All volunteers must wear CAFB name badges on their shirts, printed clearly so names can be seen.
- Please dress comfortably. Appropriate attire required (shirts with sleeves).
- Please leave personal belongings such as cell phones, personal music players, and purses in your car. Cell phone and personal music player use is not permitted in the warehouse.
- Food or drink is not allowed in the warehouse. Please do not eat or take Food Bank food.
- Only CAFB approved forklift operators are allowed to use power equipment. Always be aware
  of forklifts operating around you.
- Stay in your designated project location. Do not walk through the warehouse unless operating pallet jacks. Use the white safety walk zones along the warehouse walls.
- Please do not ride on pallet jacks.
- Please do not stand wooden pallets on end; lay them flat on the floor.
- No horseplay, including running, wrestling, jumping, throwing food or other activities that deviate from the volunteer tasks at hand, distract others or cause potential harm.
- Keep your work area clean. If you make a mess, please clean it up.
- If you can't lift something, please don't. Get help.
- All volunteers must be at least 8 years old to volunteer.
- Children 18 and under must be accompanied by their supervising adult <u>at all times.</u> Children under 16 are not permitted to work on the conveyor belt in the food sorting area.
- Youth groups: there must be one person over 21 for every five people under 18.
- Failure to comply with these rules may result in immediate termination.

Thank you for volunteering with the Capital Area Food Bank.