



Food Bank of Eastern Michigan

Volunteer/Community Service Application

Please Check One

Individual

Family (Only one member of the family needs to complete. Please list additional family volunteers on the back of this sheet)

Group (Only the primary contact person for the group needs to complete this application.)

Partner Program (Only the primary contact person of the agency needs to complete this application.)

Contact Information (please print):

Name: _____

Name of group, company or agency you represent: _____

Mailing Address: _____

City, State: _____ Zip: _____

Phone: _____ **E-mail Address:** _____

Are there any medical concerns we should be aware of? _____

Community Service:

Student - Number of hours _____

Court Ordered - Number of hours _____

Emergency Contact

In case of emergency please contact: _____

Relationship: _____ Phone: _____

I understand:

- The relationship between the Food Bank of Eastern Michigan and volunteers is an “at will” arrangement and may be terminated at any time without cause by either the volunteer or the Food Bank.
- In the course of volunteering with the Food Bank of Eastern Michigan, I may work with confidential information. I agree to keep such information in the strictest confidence.
- I must abide by the volunteer policies and procedures outlined on the reverse side of this application

I have read and agree to the above and reverse.

Signed: _____ Date: _____

Volunteer Policies and Procedures

- All volunteers must sign-in at the beginning of their shift and sign-out after completing their shift.
- Proper clothing for work in the warehouse must be worn.
- Sneakers, work shoes or boots are required. No heels, open-toed shoes or sandals are permitted in the warehouse.
- Please leave purses, jewelry and other valuables at home or locked in your car.
- Necklaces and long earrings pose a safety concern in the warehouse.
- The Food Bank of Eastern Michigan will not be responsible for any missing personal belongings.

- No running, smoking or wearing headphones or cell phone use in the warehouse.
- Eating or drinking is not permitted in the warehouse at any time.
- All volunteers must enter the Food Bank through the front door and sign in.
- Climbing on the equipment, machinery or pallets is prohibited.
- Please stay out of the way of forklift traffic.
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.
- Report all accidents and injuries immediately to supervisor.
- Wash your hands after handling food items, observe good housekeeping habits.
- Supervisor must authorize product to be used in break room.
- Report any safety hazards you see immediately to your supervisor.
- Use proper lifting techniques: when lifting heavy objects, use your legs to push upwards, keep your back straight and your body balanced. Don't attempt to lift over 50 lbs without assistance.
- Only designated Food Bank staff is permitted to operate forklifts, or any powered or electric equipment.
- Running, horseplay (throwing food...), riding pallet jacks and stepping on pallets are not permitted and may result in dismissal.
- Food and other products may not be removed from the warehouse.
- Sexual harassment, violence, harassing behavior, or offensive speech will not be tolerated.
- Volunteers are responsible for cleaning up their personal lunch area.