

VOLUNTEER APPLICATION



Josephine County Food Bank
 3658 Upper River Rd
 Grants Pass OR 97526

Name: _____ Email: _____
 Phone: (____) _____ Cell: (____) _____
 Address: _____ City: _____
 State: _____ Zip: _____
Emergency Contact: _____ **Phone:** _____

1. How did you hear about the Josephine County Food Bank? (i.e., school, civic group/club, church, court or student requirement, other):

2. Physical Limitations:

Please explain / comments:

Are you taking any medications we should be aware of? No Yes _____
 Do you have back problems? No Yes _____
 Do you prefer a seated volunteer position? No Yes _____
 How many lbs do you feel comfortable lifting? ____ lbs

3. General Availability: Mark when you are available.

Weekdays _____ Weekends _____ Evenings _____ Special Events _____

4. Interests: Please mark your areas of interest.

Farm: _____ Food Demos: _____ Food pickups driver: _____
 Educational Programs: _____ Building or Construction: _____ Food pickups rider: _____
 Advocacy/Policy/Research: _____ General Office Work: _____ Marketing/PR: _____
 Sorting/Packing Food: _____ Special Events: _____ Gleaning: _____ Site
 Maintenance: _____ Other: _____

5. Do you speak any languages other than English? _____

6. How many other places do you volunteer? _____

7. Do you follow JoCo Food Bank on Social Media? Yes: _____ No: _____

OPTIONAL QUESTIONS BELOW

Survey information: (Optional information for grant writing and funding purposes.)

Age: _____ **Birthday:** _____
Ethnicity: (Circle One): White (Non-Hispanic) Hispanic African-American Asian Other
Education: (Circle One): <9th Grade 9th-12th Dipl/GED Some College Assoc Degree Bachelors
 Masters PhD/Doctorate
Veteran? Yes No
Income Range/Yr: (Circle One) <\$25K \$25K-\$40K \$40K-\$60K \$60K+
Occupation: _____

Office Use Only:
 Rec'd By: _____ Date: _____ Contacted: _____ Assigned? N Y Dept: _____
 Start date: _____ Date of orientation: _____ Not Active _____ Closed _____

VOLUNTEER APPLICATION

Volunteer Agreement

Thank you for agreeing to volunteer at the Josephine County Food Bank. Your work will help to feed hungry people in Josephine County. We appreciate all the work that volunteers do for us and we hope to make this a satisfying and fun experience for you as well. These guidelines have been established to create a safe, productive and gratifying volunteer experience for everyone.

Josephine County Food Bank Policies

- Volunteers must not report to the Josephine County Food Bank under the influence of alcohol or any other mind-altering drug/substance.
- Individuals with a record of violent crime or any domestic abuse will not be accepted as volunteers.
- All matters pertaining to clients will be considered strictly confidential.
- Your dress is expected to be appropriate for the task. For working on the farm, it is encouraged that you wear close-toed shoes, long sleeves, sunscreen, and a hat. For the warehouse, close-toed shoes are required, and you should bring a jacket in case you work in the refrigerated areas.
- Arrive for scheduled shifts on time and stay until the shift is completed. Call the Volunteer Coordinator if unable to make the scheduled volunteer shift.
- Accurately record volunteer time on the records sheet in each department.
- If you have a question or a problem, you should go to the Volunteer Coordinator, the Warehouse Manager, or the Farm Manager.
- When representing the Josephine County Food Bank in public, plan to act professionally, upholding the mission of the JoCo Food Bank.
- No forms of harassment will be tolerated. The Josephine County Food Bank is committed to providing a work environment where women and men can work together comfortably and productively, free from all forms of harassment, sexual or otherwise.
- There is no smoking/vaping on the property at any time.
- Report any accidents or injuries to your immediate supervisor or the Volunteer Coordinator. Report all injuries, including minor injuries such as bruises and scrapes. Fill out an accident report provided by your supervisor.
- A parent or guardian must accompany anyone under the age of 14 at all times.

In return, the Josephine County Food Bank agrees to:

- Provide adequate job training.
- Provide adequate space and good working conditions.
- Maintain a record of all volunteer hours.
- Provide references and /or confirmation of hours worked (with advance notice).
- As an equal opportunity employer, it is our policy to ensure that each volunteer is accorded equal treatment and opportunity.
- The Volunteer Coordinator will provide further information on these policies through the Volunteer Handbook (located in the main office) or individually on request.

VOLUNTEER APPLICATION

Safety Standards and Emergency Procedures

- Work according to good safety practices as posted, instructed, and discussed. If you are unsure of something, **ASK!**
- Refrain from any unsafe act that might endanger oneself, the people we serve, or coworkers.
- Do not use equipment unless you have received training and permission to do so.
- Use all Personal Protective Equipment (PPE) provided for your safety.
- Report any unsafe situation or acts immediately to your supervisor.
- Fires or emergencies should be reported to the supervisor. If evacuation is required, volunteers should use the closest unaffected exit in a quick and calm manner. Move as far away from the building as possible for your safety and make room for emergency vehicles.
- Be safe. Use proper lifting techniques. Solicit help if you need it.
- Proper hygiene is required as well as handwashing. Keep your work area clean.

Waivers

- I hereby agree to hold harmless and waive any and all claims or causes of action against the Josephine County Food Bank arising out of any cause whatsoever, including but not limited to claims arising out of the negligence or intentional conduct of its employees or agents.
- I attest that I am physically fit and prepared to perform the tasks assigned to me as a Josephine County Food Bank volunteer.
- I further agree to use my personal insurance as the primary provider in the event of injury due to my work as a volunteer for the Josephine County Food Bank.
- I shall not operate a personal vehicle for volunteer activities unless I have at least the minimum amount of liability insurance required by Oregon law.
- The Josephine County Food Bank is not responsible for loss or damage to the volunteer's personal property.

Release of All Claims

Please read this form carefully and be aware that by signing this form and participating in Josephine County Food Bank's volunteer projects and activities, you are assuming all risk and legal liability of participation and hereby waive and release all claims for injuries, damages or loss which you or your minor child might sustain as a result of participating in the Josephine County Food Bank's volunteer projects and activities, either on-site, at Raptor Creek Farm, or offsite special events.

Acknowledgment and Assumption of Risk

I am duly aware of the risks and hazards that may arise through volunteering in a Josephine County Food Bank volunteer project and assume any expenses and liabilities I incur in the event of an accident, illness, or another incapacity. I understand that these activities may include strenuous work and physical activity. If I have any questions about the volunteer activity, its nature, risks, or hazards, I will contact the Josephine County Food Bank volunteer coordinator and discuss those questions with he/her to my satisfaction. I am aware of the activities in which

VOLUNTEER APPLICATION

I am voluntarily engaging require I be physically, mentally, and emotionally fit and able to participate in this program. I recognize it is my sole responsibility to accurately and honestly assess my physical, mental, and emotional fitness. I further state I am aware of all inherent dangers of participation and the risks associated with my participation in the Josephine County Food Bank volunteer activities and I understand, accept and assume those hazards and risks, and waive all claims against the Josephine County Food Bank and others as set forth below.

Release of Liability

I acknowledge that my participation in the Josephine County Food Bank volunteer project is voluntary, and I agree to take due care during such participation. Furthermore, I hereby release and discharge, and agree to indemnify and hold harmless the officers, directors, members, agents, employees, landowners and volunteers of the Josephine County Food Bank against all claims, demands, causes of action whatsoever, relating to injury, disability, death or other harm, person or property or both, which may arise out of my participation in this activity. I understand that this means that, among other things, I am giving up my right to sue for any such losses, damages, injury, or costs that I may incur. After careful deliberation, I voluntarily give my consent and agree to this Acknowledgement and Assumption of Risk and Release of Liability.

If the above-named person is a minor, then I assert that I am the parent or legal guardian of the participant listed above. I have read, understand and agree to the provisions of this Acknowledgment and Assumption of Risk and Release of Liability. I consent to the participant listed above, taking part in the Josephine County Food Bank volunteer activity. I hereby release and discharge, and agree to indemnify and hold harmless, the Josephine County Food Bank and its officers, directors, members, agents, employees, landowners and volunteers of the Josephine County Food Bank, against all claims, demands, and causes of action whatsoever, relating to injury, disability, death or other harm, to person or property or both, arising from my child's/ward's participation in the activities at a Josephine County Food Bank volunteer project.

Consent: I irrevocably grant the Josephine County Food Bank and its agents, the unrestricted right to use my name, likeness, photos, video images and voice recording for any purpose including promotion, advertising, or other purposes.

I have read, understand and agree to the above Josephine County Food Bank policies, safety and emergency procedures, and waivers:

Participant Signature (Or parent/guardian if volunteer is a minor)

Date

Print Name(s): _____

Josephine
County
Food Bank



Josephine County Food Bank
Volunteer Handbook

Updated 04/2020

Table of Contents

Policies and Procedures.....	5
Josephine County Food Bank General Safety Guidelines.....	9
Josephine County Food Bank Driving Policy.....	10
Farm Safety.....	11
Machinery Safety and Policy.....	12
Josephine County Food Bank Volunteer Opportunities.....	14
Volunteer Handbook Acknowledgement Form	18

Thank you for volunteering with the Josephine County Food Bank!

Volunteers are the backbone of our organization! Fighting hunger is hard work and can be very rewarding. We couldn't accomplish what we do in the community without our dedicated volunteers. We're so grateful you made the choice to join the team and help us in the fight against hunger in Josephine County! Volunteers play a key role in helping us fulfill our mission. As we grow and our operations evolve, it is crucial that we continue to promote a favorable and lasting impression of Josephine County Food Bank in the minds of everyone with whom we interact, including clients, donors, media, volunteers and the general community. Our volunteers are important to us and we ask for your help in creating a safe and meaningful volunteer experience. With that, all volunteers must review and acknowledge receipt of our organization policies and procedures. We appreciate your service!

About the Handbook:

This handbook is designed to introduce you to Josephine County Food Bank and to provide a basic overview of the policies and procedures that provide all of us guidance and direction at the food bank. As a volunteer staff member, you are provided with a safe work environment, necessary job training, supervision, evaluation and recognition. In return we expect you to honor your commitment to Josephine County Food Bank, respect other staff members and perform your assigned duties to the best of your abilities. As our organization grows and changes, there will be a need to modify policies, practices and other information in this handbook. An up to date copy of this handbook can always be found on our website under "Get Involved." If you have any questions or need any clarification of the information contained in this handbook, please contact the Volunteer Coordinator at 541-479-5556 x1006.

Kim Collins
Executive Director
Josephine County Food Bank
3658 Upper River Rd
Grants Pass OR 97526
541-479-5556
541-480-0054
outreachcoordinator@jocofoodbank.org

Mission Statement To alleviate poverty and the causes of poverty in Josephine County, the Josephine County Food Bank is dedicated to the collection and distribution of emergency food to a network of local member agencies serving low-income individuals and families throughout Josephine County.

Who We Are Josephine County Food Bank (JCFB) is a non-profit Regional Food Bank serving all of Josephine County. We work with a network of more than 20 local agencies to provide nutritious food to low and no income residents of our neighborhoods. Our network includes sites where hot meals are served, and food pantries where canned goods, fresh and frozen vegetables, milk, meat, bread and other staples are distributed. We also serve agencies which provide food for children, homeless youth, veterans, victims of domestic violence and their children, people with chronic mental illness, and many others who may need help.

Who Needs Our Help? Just five years ago, JCFB served an average of 6,500 people monthly. Today that number has almost doubled. We now serve about 11,000 people every month. Children under the age of 17 are the largest group (about 50%). Almost 25% of the adults we serve are retired, elderly, or disabled. Half of the families who need food have jobs but not enough income to afford housing, food and utilities. Many have been unemployed and job seeking for more than a year. Giving up meals should not be a choice someone has to make.

Because no one should be hungry!

Where do we get the Food? In recent years, the Food Bank has distributed an average of 2.5 million pounds of food and fresh produce annually. Every morning, our volunteers pick up perishable food from local grocery stores that is near expiration but still usable. Through this Fresh Alliance Program, JCFB receives about 40,000 pounds of good food monthly from our grocery store partners. We also receive food from the USDA and the Oregon Food Bank. We depend on food from local drives as well as generous donations of fresh produce from local gardeners and farmers. And now, because of community support, we are able to grow and distribute fresh produce onsite through Raptor Creek Farm to help supplement food quantity and nutrition.

Staff

Kimberly Collins – *Executive Director*.....kimberly.collins@jocofoodbank.org
Kristin Smith – *Farm Manager*kristin.smith@jocofoodbank.org
Bruce Eskew – *Warehouse Manager*bruce.eskew@jocofoodbank.org
Annie Jacobs – *Assistant Warehouse Manager*warehouseassistant@jocofoodbank.org
Krystal Kissel – *Outreach Coordinator*OutreachCoordinator@jocofoodbank.org
Christine Hamb – *Education Coordinator*educationcoordinator@jocofoodbank.org
Jared SexSmith - *Farm Assistant*.....farmassistant@jocofoodbank.org

Josephine County Food Bank Volunteer Policies and Procedures

Hours of Operation The Josephine County Food Bank is open Monday through Friday 8am to 4pm.

Location The JCFB Warehouse, Office, and Raptor Creek Farm are all located at 3658 Upper River Road in Grants Pass OR. This is 3 miles from downtown Grants Pass.

Scheduling & Sign In Each volunteer decides how much time to give volunteering at The Josephine County Food Bank and works out his/her initial volunteer schedule and activities with the Volunteer Coordinator during orientation. Please sign in and out on the volunteer sign in sheet located in the area where you are scheduled for your shift. Tracking volunteer hours is vital to our grant funding process.

Training Volunteer training typically includes a tour of the facility and an introduction to the staff with whom you will be working. The Volunteer Coordinator will meet with you at the beginning of your volunteer shift to explain rules, regulations and procedures. A Josephine County Food Bank staff person will be available to answer questions at all times. The Josephine County Food Bank staff members who serve in a supervisory capacity to volunteers shall have primary responsibility for design and delivery of on-the-job training of those volunteers assigned to them. Volunteers will be informed of hazardous aspects, materials, equipment or processes that they may encounter while performing volunteer work. Volunteers will be trained and equipped in methods to deal with all identified risks.

Equal Opportunity The Josephine County Food Bank is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, citizenship status, physical or mental disability, or past, present, or future membership in a U.S. Uniformed Service.

Harassment/Anti-Bullying Policy The Josephine County Food Bank wishes to provide its volunteers with a professional and congenial work environment. The Josephine County Food Bank expects its volunteers to treat one another with courtesy, consideration, and professionalism. The Josephine County Food Bank strictly prohibits discrimination or harassment. The Josephine County Food Bank will not tolerate conduct by any volunteer which harasses, disrupts, or interferes with another's work or creates an offensive or hostile work environment. With regard to sexual harassment, The Josephine County Food Bank prohibits supervisors, employees, and non-employees from the behaviors considered sexual harassment under Title 29, Part 1604, of the Code of Federal Regulations.

Grievance Procedure If you have a problem or complaint, you should feel free to submit a complaint to the Volunteer Coordinator. You are encouraged to bring your concerns up for discussion. If your concerns cannot be settled at this level, you have the option of filing a complaint, preferably in writing, to the Executive Director. The Volunteer Coordinator, the Executive Director, and the Board of Directors take complaints very seriously, and will address your concerns in a timely manner.

Drug-Free Environment The Josephine County Food Bank strictly prohibits the use, sale, dispensing, possession, or manufacture of illegal drugs in the workplace or while engaged in The Josephine County Food Bank activities.

Smoking/Vaping The Josephine County Food Bank Food Bank is a non-smoking, non-vaping facility. Smoking or vaping is allowed only in private vehicles or down by the street at the end of the driveway. If you do smoke, please wash hands upon entering the facility as tobacco can be harmful to many of the plants on the farm.

Break Room The break room and all of its facilities are available for use by all volunteers. Please wash any dishes you use and clean up after yourself. Take breaks when you need them, just let a staff person know.

Absenteeism and Substitution Volunteers are expected to perform their duties on a scheduled basis. When a volunteer expects to be absent from a scheduled day, the volunteer should inform their area supervisor as far in advance as possible so that alternate arrangements can be made. Weekly volunteers who wish to modify their schedule are asked to notify their immediate supervisor by email or telephone. They may also notify the Volunteer Coordinator.

Review, Evaluation, and Termination of Volunteer Service Each volunteer is encouraged to review and evaluate each activity that he/she is involved in at The Josephine County Food Bank. The Josephine County Food Bank believes in constructive evaluation of projects and welcomes new ideas from volunteers. Each volunteer activity involves the JCFB staff in some capacity. These staff persons evaluate the project or activity and use of volunteers. The Josephine County Food Bank strives to utilize volunteers efficiently and in a way that creates the most positive outcome for both the volunteer and The Josephine County Food Bank. Volunteers are encouraged to bring to the attention of the Volunteer Coordinator any issues concerning volunteer matters. Volunteers have an opportunity to present their concerns and complaints through an open communication procedure. If at any time a volunteer at The Josephine County Food Bank is in conflict over a volunteer position, staff or volunteer behavior, and/or general problem, The Josephine County Food Bank has the authority to request written complaints from all parties, discuss termination of volunteer activity, move the volunteer to a new position, or request the volunteer to discontinue volunteering at The Josephine County Food Bank. Volunteers who do not adhere to the rules and procedures of The Josephine County Food Bank may be subject to dismissal. Dismissal of a volunteer is a serious consideration. Before a volunteer is dismissed, attempts to reconcile the situation will be made. Possible grounds for dismissal include, but are not limited to, the following: gross misconduct or insubordination; being under the influence of alcohol or drugs; theft of property, food or other donated items; misuse of organization equipment or materials; abuse or mistreatment of clients or co-workers; failure to abide by organization policies and procedures; inability to meet mental or physical standards of performance, and failure to perform assigned duties.

Ending Your Volunteer Service You may resign from your volunteer service with the organization at any time. We request that you notify the Volunteer Coordinator ideally two weeks prior to your departure and request that you complete the Exit Interview process.

Records and Personnel Files Every volunteer is entered into The Josephine County Food Bank's record database. Each activity the volunteer is involved with and the number of hours are recorded in his/her file. Your personnel file is confidential and consists of written documents retained by the Volunteer Coordinator. Your personnel file can be reviewed by yourself, the Volunteer Coordinator, the Executive Director, the manager of the area to which you are assigned, and the JCFB Board of Directors. Please notify the Volunteer Coordinator with change of address, phone, and e-mail as needed.

Confidentiality Agreement Client information is confidential. Volunteers may be exposed to private information in the regular course of their duties. To respect the dignity and privacy of all people affiliated with JCFB, no client information or proprietary information will be shared outside of the Josephine County Food Bank.

Use of Food Bank Resources The Josephine County Food Bank is a non-profit designed to provide food to those in need. All donations become the property of the food bank and will be used to support our mission in the community. No JCFB resources will be used for personal reasons or gain by any volunteer or employee.

Benefits The Josephine County Food Bank says thank you to volunteers in a variety of ways. Each year all volunteers are thanked and celebrated during National Volunteer Week in April. Throughout the year, thank-you's are given for different projects and volunteer involvement. The Josephine County Food Bank staff members search for creative and new ways to thank and recognize volunteers, hoping to surprise volunteers who go above and beyond the call of duty. Suggestions are welcome!

Media If any media outlet contacts you regarding information or an interview about The Josephine County Food Bank, please refer them to a The Josephine County Food Bank staff member.

Childcare Childcare is not provided for volunteers during volunteer service. Children must be 7 or older to volunteer and accompanied by an adult in a 5:1 child to adult ratio if under the age of 14. We do have programs available for children under 7 to help encourage their involvement in our mission. Contact our Education Coordinator to learn more about youth programming!

Inclement Weather In the event of inclement weather, including but not limited to, snow, ice, rain, sleet, or storms, use your best judgment. You are not required to report to the Food Bank in the event of inclement weather. In some cases, the Food Bank may close due to inclement weather. We communicate our closures via Facebook and will email volunteers if we close due to weather related issues. If the Josephine County Food Bank is closed, do not report for your volunteer assignment.

First Aid/Emergency Procedures First Aid Kits are located in the break room, warehouse, and farm supply shed. In the event of an accident or injury, notify a staff person immediately. You may be asked to fill out an accident report. In the event of a fire, you are instructed to take the nearest exit, proceed out of the building immediately, and congregate at the tool shop on the farm. Call 911 for an emergency.

Vehicle Use Staff and volunteers must go through the driver approval process, and be formally approved to operate any of the Josephine County Food Bank vehicles. Operating a vehicle without obtaining formal approval is prohibited. Eating food or using a cell phone while driving is not allowed.

Food Handling Safety Safe steps in food handling and storage are essential to prevent food-borne illness. Food will not be stored on the ground for sanitation and pest control reasons. Cold foods must be stored at or below 40° F. Coolers' and freezers' doors should not be propped open. Cover your mouth when coughing or sneezing. Wash hands often! Hand washing stations are located in the restrooms, breakroom, Farm Shade Shack, and warehouse.

Cleanliness The Food Bank must maintain the highest standards of cleanliness to ensure public safety. Keep surfaces clean. Put tools and equipment away after you have used them in the spot in which they belong.

Breakage/Malfunction Even in best possible circumstances, tools and equipment fail or break. If this happens, please inform your supervisor immediately. Employees and volunteers must not attempt to fix or modify a piece of equipment without the approval of the area supervisor or manager. Electrical power to any piece of equipment should be turned off and the power disconnected prior to attempting to fix the equipment.

General Safety Guidelines Employees and volunteers of the Josephine County Food Bank shall adhere to the general safety guidelines governing our operations within each of our areas (Warehouse, Farm, Office). General guidelines are reviewed at the time of employment or volunteer entry into our program.

- Floors must be kept free of debris or substances that might constitute a tripping or slipping hazard. Employees or volunteers responsible for a spill shall clean it up immediately.
- Running, horseplay or practical jokes are prohibited.
- Use of personal audio equipment with or without headphones is not permitted while working the warehouse during service hours.
- Cell phone use is not permitted in work areas and should only be used in designated break areas.
- Employees and volunteers representing the Josephine County Food Bank will wear clothing appropriate to their work assignments. Clothing may get dirty when working on the farm or in the warehouse. Supervisors and managers within a work area are responsible for ensuring the clothing is appropriate for the type of work which is performed in the area.
- Employees and volunteers are expected to wear shoes while working. Closed toe shoes are required in the warehouse/distribution area and the farm. Individuals working in the administrative area of the food bank may wear open toe shoes while working.
- Employees or volunteers with long hair who work around moving machinery (i.e. oscillating fans), must secure hair to prevent possible entanglement in the machinery.
- Approved personal protective equipment (PPE) shall be worn when the exposure indicates a need for it. **See Personal Protective Equipment procedure.**
- **Safety back belts are available for use in the warehouse and distribution for employee or volunteer use as needed.**
- Use cleaning products and other chemicals as directed by manufacturer, use proper protective gear, and NEVER store chemicals around food items.
- Do not operate mechanical equipment without direction from a member of the JCFB Staff. No one under the age of 18 may operate mechanical equipment.
- Employees and volunteers must not attempt to fix or modify a piece of equipment without the approval of the area supervisor or manager. Electrical power to any piece of equipment should be turned off and the power disconnected prior to attempting to fix the equipment.

Josephine County Food Bank Driving Policy

Policy: Josephine County Food Bank (JCFB) has need for volunteer and paid staff drivers for our company vehicles. Individuals who apply or are selected for driving responsibilities must meet the following criteria and agree to a verification of their driving record. Individuals who do not meet the criteria or refuse to have the verification performed may not drive JCFB vehicles at any time. In some instances individuals may be ineligible to serve in a position should the responsibilities include driving JCFB vehicles.

Guidelines:

- Individuals being considered for driving responsibilities must submit to a verification of their driving record. The "Consent of Motor Vehicle Record Check" form must be completed and submitted to the interviewer or volunteer coordinator.
- The completed form is provided to accounting and the verification is performed online.
- Once completed, the verification report is provided to the warehouse manager or volunteer coordinator.
- Individuals being considered for driving positions must not have a record of a DUI citation or more than 2 traffic violations in the last two years. Drivers with permits, who must have a licensed driver in the vehicle with them when they drive are excluded from driving privileges for JCFB.
- Individuals must submit proof of their own Auto Insurance.
- Individuals over 55 are eligible for mileage reimbursement through RSVP (the Retired and Senior Volunteer Program).
- Individuals who do not meet the requirements may not drive JCFB vehicles at any time.

Josephine County Food Bank Farm Safety and Policy

Josephine County Food Bank Machinery Safety and Policy **Equipment Operator Responsibilities**

General Guidelines:

Know safety features on equipment and how to operate them properly.	Secure long hair and baggy clothing.	Review manufacturer's operating manual
Wear proper protective equipment – closed toed shoes, eye and hearing protection, sunscreen.	Only use equipment if you have been trained to do so and have passed the certification exam.	Pre-operational inspection of equipment to ensure it is in good working order and safety labels are clean and free from obstructing material.

Specific Guidelines:

Locate and ensure you are familiar with all machine or equipment operations, controls, and procedures.	Maintain a safe and consistent speed.	Know where your blind spots are located
Most dangerous movement is backing up!	Look for people on foot around you.	Stop when signaled, when ground personnel wave to get your attention, or when uncertain.
Be familiar with the operating characteristics of your machine.	Look-out for other machinery working in the same area.	Keep machine under control at all times.
Always inform supervisors of: Any abnormal conditions, defects, or changes made to machine	Ensure someone knows where you are, what you will be doing, and when to expect you back	Do not attempt to make repairs/maintenance without speaking to your supervisor.
Talk about safety with those who work with you	Report unsafe acts or working conditions to your supervisor	Take machine "out of service" if it is unsafe to operate.
Maintain constant awareness of your surroundings	Learn and follow safe work practices!	

End of operations:

Ensure you shut down, disengage and shut off the machine engine once you are done.	Remember to remove keys and put them back where you found them.	Wait until all moving components have completely stopped before getting off equipment, cleaning or servicing equipment.
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SAFE STEPLADDER USE



Follow manufacturer instructions and ladder labels



Face the ladder while climbing up or down



Keep slippery materials away from ladders



Use a barricade to keep traffic away



Only put ladders on a stable, level surface



Maintain 3 points of contact (two hands and a foot, or two feet and a hand)



Check for, and avoid, overhead power lines

[OSHA.GOV](https://www.osha.gov)

Josephine County Food Bank Volunteer Opportunities

Group Volunteer Opportunity: Volunteer Groups can volunteer at the Josephine County Food Bank in the warehouse, or onsite at Raptor Creek Farm. We also schedule groups to help at our events held throughout the year in which we educate the public on the services we provide. Please contact our Volunteer Coordinator at 541-479-5556 x1006 to discuss opportunities.

School / Education Opportunities: There are many possibilities for school, summer camp, or daycare groups to participate in the educational opportunities available at Raptor Creek Farm & Josephine County Food Bank! Please contact the Education Coordinator, Jean Betts at jean.betts@jocofoodbank.org or 541-479-5556 for more information.

Volunteer Job Descriptions We are always in need of people to fill the volunteer jobs described below. Not all positions are available all the time, but don't let that discourage you. We can always use your help! If you have any questions, feel free to give us a call and we can discuss the volunteer position you are interested in.

Food Pickup Drivers

Purpose

- Fresh Alliance and Bread Run volunteer drivers are an essential part of the Food Bank team, bringing in food, bread, and resources from local grocery stores including Safeway and Winco. This provides additional food for local families that would otherwise be thrown away.

Responsibilities

- Drive a Food Bank truck to pick up donated product from a variety of locations
- Sort and re-box donated product for loading, tracking, and distribution
- Bring product back to warehouse for distribution
- Be friendly and jovial with our Fresh Alliance, Wal-Mart, and other community partners

Qualifications

- A valid Oregon driver's license and auto insurance coverage
- A genuine concern for local families in our community
- A desire to help

Time Commitment

- Volunteers are needed Monday-Friday, 8:00 am – 11:30 am and 11:55 am – 2:00 pm
- Can volunteer on a daily basis, once a week, or can be considered "on-call" for backup.

Resources Provided

- Volunteer orientation
- Training for specific projects
- A food bank vehicle

Food Pickup Riders

Purpose

• Fresh Alliance and Bread Run volunteer riders are an essential part of the Food Bank team, bringing in food, bread, and resources from local grocery stores including Safeway and Winco. This provides additional food for local families that would otherwise be thrown away.

Responsibilities

- Ride along in a Food Bank truck to pick up donated product from a variety of locations
- Sort and re-box donated product for loading, tracking, and distribution
- Bring product back to warehouse for distribution
- Be friendly and jovial with our Fresh Alliance, Wal-Mart, and other community partners

Qualifications

- A genuine concern for local families in our community
- A desire to help

Time Commitment

- Volunteers are needed Monday-Friday, 8:00 am – 11:30 am and 11:55 am – 2:00 pm
- Can volunteer on a daily basis, once a week, or can be considered “on-call” for backup.

Resources Provided

- Volunteer orientation
- Training for specific projects
- A food bank vehicle

Warehouse Volunteer

Purpose

• Warehouse volunteers help the Warehouse Manager with various projects to help meet the needs of the Josephine County Food Bank.

Responsibilities

- Sort and re-box donated food for distribution to local food pantries
- Consolidate and rotate food in the warehouse for maximum quality and efficiency
- Pull (prepare) various food orders for distribution
- Help maintain the cleanliness and organization of the warehouse

Qualifications

- A genuine concern for local families in our community
- A desire to help

Time Commitment

- Volunteers are needed Monday-Friday from 8:00 am – 4:00 pm
- Can volunteer on a daily basis, once a week, or can be considered “on-call” for backup
- Can volunteer for specific events or food drives
- The amount of time needed varies by project

Resources Provided

- Volunteer orientation
- Training for specific projects

Raptor Creek Farm Volunteer

Purpose

• Raptor Creek Farm (RCF) is the Food Bank's production garden to help meet our local fresh produce needs. The farm is harvested almost entirely by volunteers and has provided tens of thousands of pounds of fresh, local produce for families in Josephine County.

Responsibilities

- Harvest produce
- Wash and box produce for transportation and distribution
- Help load produce for transportation
- Help with bed preparation, weeding, and various other Farm Duties as needed.

Qualifications

- A genuine concern for local families in our community
- A desire to help
- Children are welcome to help out with signed parental consent and adult supervision

Time Commitment

- Volunteers are needed Tuesday, Thursday, and Saturday from 8:00 am to 2:00 pm
- May volunteer daily, weekly, or as desired

Resources Provided

- Volunteer farm orientation
- Basic harvest technique training and tools
- Transportation assistance may be available

Gleaning Volunteer

Purpose

• Gleaning is harvesting a field that has already been commercially harvested or is deemed not economically viable. The Food Bank is developing a corps of gleaners who will be available to bring in fresh local food that would otherwise go to waste in the field and getting it to local families in need.

Responsibilities

- Harvest produce from participating local farms
- Wash and box produce for transportation and distribution
- Help load produce for transportation

Qualifications

- A genuine concern for local families in our community
- A desire to help
- Children are welcome to help out with signed parental consent and adult supervision

Time Commitment

- Gleaning will likely be an on-call activity and flexibility is appreciated.

Resources Provided

- Volunteer gleaning orientation
- Basic harvest technique training and tools
- Transportation assistance may be available

Food Demo Volunteer

Purpose

- The Food Demos are performed at the JCFC partner Food Pantries in Josephine County in order to assist people who would otherwise not have access to farm fresh food and to help them feel comfortable working with fresh fruits and vegetables.

Responsibilities

- Cook farm fresh food at Food Pantries
- Communicate with public on food/nutrition basics and offer helpful information

Qualifications

- A genuine concern for local families in our community
- A desire to help

Time Commitment

- Food Demos operate on a rotating basis, please contact either the Education Coordinator or Volunteer Coordinator for more information.

Resources Provided

- Volunteer Food Demo orientation and training
- Transportation assistance may be available

Educational Program Volunteer

Purpose

- The Educational Programs are available for youth in Josephine County to experience working in a garden, eating farm fresh food, and learning about Science, Biology, and the Outdoors in a safe and fun environment.

Responsibilities

- Cook farm fresh food for youth
- Assist the Volunteer Coordinator with events, set up, take down, and garden maintenance.

Qualifications

- A genuine enjoyment for working with children
- A desire to help

Time Commitment

- Educational events operate on a varied basis, please contact either the Education Coordinator or Volunteer Coordinator for more information.

Resources Provided

- Educational orientation and training
- Transportation assistance may be available

Site Maintenance Volunteer

Purpose

- To help keep the site clean and tidy for guests and employees

Responsibilities

- Basic landscaping around the buildings
- Basic clean up

Qualifications

- A genuine concern for local families in our community
- A desire to help

Time Commitment

- The amount of time needed varies by project

Resources Provided

- Volunteer orientation
- Training for specific projects
- Tools and some protective gear

Special Projects Volunteer

Purpose

- Throughout the year we have a variety of opportunities to fundraise for the organization, or provide large scale site clean-up and maintenance for the farm.

Responsibilities

- Event planning
- Help with logistics
- Hands-on activities

Qualifications

- A genuine concern for local families in our community
- A desire to help

Time Commitment

- The amount of time needed varies by project

Resources Provided

- Volunteer orientation
- Training for specific projects

VOLUNTEER HANDBOOK ACKNOWLEDGEMENT

I, _____, have received and read the Josephine County Food Bank Volunteer Handbook. I have had the opportunity to ask any questions I have regarding the contents of the handbook.

Participant Signature (Or parent/guardian if volunteer is a minor)

Date