

## Volunteer Agreement



Allan Gardens Food Bank  
353 Sherbourne St  
Toronto ON M5A 2S3  
allangardensfoodbank@gmail.com

Allan Gardens Food Bank appreciates your service and we will do our utmost to ensure that our volunteer experience is rewarding, productive and safe. We are committed to respecting your skills and individual needs, within the limits of those requirements. We ask for your cooperation with the following rules and guidelines below.

### Attendance

Volunteers are asked commit to a **MINIMUM** 1 shift per week.

Shifts are as follows: THURSDAY and/or FRIDAYS-Morning shift 8:30 AM – 12:00 noon Afternoon shift 12:00PM-4:00PM. Afternoon shifts are required to help with clean up. Volunteers that work all day must stay for clean up. There will be a lunch served between 11:15 to 12:00 for all volunteers.

Volunteers are asked to arrive on time for their shifts. If cancellation is required, the volunteers need to notify the food bank as soon as possible by texting one of the Directors. If you know before your shift that you cannot commit to the full shift, then please do not come into the food bank.

Volunteers are to notify a director if an unexpected situation arises that they need to leave before the end of their shift.

### Attire

Volunteers must come dressed appropriately to volunteer with clean, comfortable clothes. A shirt is required at all times. Volunteers must wear closed toed shoes. If a volunteer arrives dressed inappropriately, they will not be able to work that day. There is a coat rack inside the volunteer area to hang or store your personal belongings, however, that this area is not locked. We suggest you leave your personal valuables at home.

### Behaviour

Volunteers must adhere to all on-site safety protocols as communicated by the directors of the Allan Gardens Food Bank.

1. Cell phone use is not permitted while on the production floor, in the kitchen or the dining area except during lunch break. If you need to take a call, please inform one of the directors and go to a designated area.
2. Running, shouting, horseplay, tossing food etc. is not permitted. Any behavior that is intended to create discord or restrict volunteers from working will not be tolerated.
3. Unwanted physical contact, gestures and comments of a sexual or personal nature are considered harassment and are strictly prohibited and grounds for dismissal. This includes comments related to race, colour, place of origin, ethnicity, citizenship, age, creed, sexual orientation, gender or disability. The Harassment Policy & Procedure can be viewed on the Allan Gardens Foodbank website or obtained from a Director.
4. No persons may smoke in any area other than designated areas at least nine meters or threefeet away from all entrances and exits as per City of Toronto bylaws.

### FOOD BANK ACCESS

No volunteer may move food or product from the food bank without proper authorization. **Unauthorized possession of food from the food bank will lead to suspension or dismissal from volunteering.** Volunteers will be given the opportunity to receive food as available to all clients between 12:00 -12:15 pm (before we open to the public)

### Health & Safety

Volunteers must report accidents immediately to a Director. Volunteers are encouraged to practice proper lifting techniques using the legs to push upwards, keeping the back straight and body balanced while lifting. Please solicit the help of other people to lift objects that are too heavy or awkward to manage safely.

### Service

Volunteers are expected to act as friendly and professional service providers the community members that access the food bank. This includes cooperating and respecting fellow volunteers volunteer supervisors and directors

The volunteers are expected to follow Director's instructions and complete duties as assigned. Volunteers should ask for help as needed and report possible hazards or unsafe activities to a Director.

By signing the below, I am confirming that I have read this agreement and understand my responsibility to follow the rules and guidelines while volunteering at Allan Gardens Food Bank. Failure to meet the volunteer rules and guidelines will result in dismissal from volunteering and removal from premises. I understand that this is not a contract, but an agreement.

Volunteer #	First Name	Last Name	Date
Volunteer Signature		Shift Preference {circle time and day }	
		830-12:00 noon	12:00-4:00pm
		THURSDAY	FRIDAYS
			ALL DAY
			BOTH DAYS