

**BOX ELDER COMMUNITY PANTRY
VOLUNTEER INFORMATION SHEET**

Name:	Date:
Address:	Home Phone:
City, State, Zip	Work Phone:
Email	Cell Phone:
Birthdate:	Age:

What kind of Volunteer job are you interested in? _____

What hours/days would you be available? _____

Special skills, Hobbies, Interests: _____

Please list three goals you would like to fulfill:

- _____
- _____
- _____

Do you speak any other language? If yes, please list:

Additional information you would like us to know about yourself: _____

POLICIES AND PROCEDURES VOLUNTEER SERVICE

- **If you need a food box, you are required to complete an application and have it approved by the Executive Director. If approved, other Pantry personnel will fill the food box. Volunteers cannot fill food boxes for themselves without the permission of Executive Director or Customer Service Manager.**
- **Volunteers cannot fill food boxes for any of their family or personal friends. Another volunteer will fill these boxes.**
- **All customers will be treated with KINDNESS AND courtesy. If volunteer is mistreated by customer, please notify the Executive Director or Customer Service Manager.**
- **Volunteers are expected to work without recompenses.**
- **Anyone volunteering at the Box Elder Community Pantry, whether to fill food boxes, sort food, stock shelves, or to clean, must realize that the food we have in the Pantry is not to be given to anyone other than our approved customer.**
- **All information seen or heard at the Food Pantry is strictly confidential. It is not to be discussed with anyone outside the Food Pantry under any circumstances. Violation of this will be cause for the volunteer to be asked to leave the Pantry.**

CONFIDENTIALITY STATEMENT

As volunteers for the Box Elder Community Pantry, we are in a position to learn facts about people, their lives and situations. As advocates, we will not judge others during a time of real need.

Specifically –

- **Forms with family names on them will never be left where other customers can read them.**
- **Volunteer staff will not discuss families or individuals in need with anyone including among themselves unless there is a constructive purpose to do so.**
- **No personal information on any other volunteer is to be given including telephone numbers, addresses, etc.**

As a volunteer for the Box Elder Community Pantry, I have been informed of the expectation of confidentiality and agree that any information I have access to during the course of my volunteer duties will remain confidential. If I break this agreement, I will be asked to resign from duties as a Pantry volunteer.

Volunteer Signature

Date

Reviewer Signature

Date

BOX ELDER COMMUNITY PANTRY

VOLUNTEER JOB DESCRIPTION

- **Must be able to lift 10-20 pounds**
- **Will mark our bar codes on all donated foods**
- **Will sort canned food and dry goods; monitor and replenish supplies on shelves**
- **Clean spillage from floors, shelves, and refrigerators**
- **Fill food baskets for approved customers from available Pantry food**
- **May be requested to be available for morning staff meetings**
- **Must maintain confidentiality of all customers**

STANDARDS OF CONDUCT FOR VOLUNTEERS

Volunteers are the foundation of the Box Elder Community Pantry. The following guidelines assure a strong cohesive unit:

- **Practice confidentiality**
- **Communicate effectively**
- **Be responsible and reliable**
- **Be kind and courteous to customers**
- **Maintain your commitment to the Pantry**

The Box Elder Community Pantry volunteers rely on each other. When one fails to follow through on a commitment, the whole organization is affected.

CODE FOR VOLUNTEERS

“As a volunteer, I realize that I am subject to a code of ethics similar to that which binds the professional in the field in which I work. I, like them, assume certain responsibilities and expect to account for what I do in terms of what I am expected to do. I will keep all matters confidential.

“I interpret “Volunteer” to mean that I have agreed to work without compensation in money, but having been accepted as a worker, I expect to do my work according to standards, as the paid staff expects to do their work.

“I promise to bring to my work, an attitude of open mindedness, to be willing to be trained for it, to bring to it interest and attention.

“I believe that my attitude towards volunteer work should be professional. I believe that I have an obligation to my work, to those who direct it, to my colleagues, to those for whom it is done, and to the public.

“Being eager to contribute all that I can to human betterment, I accept this code for the Volunteer as my code, to be followed carefully and cheerfully.