



VOLUNTEER

Orientation and Safety Guidelines

Volunteers are extremely important to the GEFP and we are exceedingly grateful for your time, hard work, and consideration in the fight to feed our hungry neighbors. The following topics are important for you to understand before you begin your work at the GEFP.

HISTORY OF THE GLEN ELLYN FOOD PANTRY

The GEFP was started in 1979 by high school students at Grace Lutheran Church and slowly grew to the point that in order to manage the Pantry it was necessary to hire part-time staff. In 1985 the GEFP was incorporated as a 501C3 non-profit organization. We currently serve six communities with 350 volunteers and are overseen by a Board of Directors which is an endeavor of 15 Glen Ellyn churches. In 2015 the GEFP entered into a partnership with the newly established Care Giving Center at Glen Ellyn Bible. This alliance was formed to better serve the under resourced in our community.

ORIENTATION

A. Volunteer Role Descriptions

1. Food Recovery: Driver (see "Volunteer Direct Connect Driver Guidelines")
2. Food Recovery: Salvage and Sort
3. Client Assistance
4. Assist Client in getting groceries to vehicle
5. Donation Check-In / Stocking Shelves
6. Food Bank delivery: Unload and restock

B. General Information for Volunteers

1. Please reply to reminder emails you receive regarding your shift scheduling.
2. If you need to miss your scheduled shift use the substitute list to find a sub and call the volunteer hotline 630/469-6988 to advise GEFP of the name of your sub.
3. Please arrive for your volunteer shift at least 10 minutes before the scheduled time.
4. Cold water bottles are located in Refrigerator #3 when available.
5. Rest rooms are located just inside main entrance (west side).

6. A coat/personal belongings closet is located inside pantry against back wall (southeast corner).
7. Please check in with staff as you leave the Pantry after your shift.
8. Wear a GEFP lanyard and volunteer tag whenever volunteering.
9. All volunteers must complete and sign three documents – (1) Volunteer Information Form; (2) Volunteer Agreement, and (3) Volunteer Covenant.

SAFETY

C. Tips to Keep You Well and Safe

1. Always wash your hands before beginning a shift.
2. Always wear latex gloves when handling fresh food and wear heavy gloves when handling frozen items.
3. Use a step stool or ladder to reach high places. NEVER stand on a chair.
4. Move carts away from doorways and out of traffic areas in order to eliminate all tripping hazards.
5. Make sure that floors are kept free of spills and other tripping hazards. Please clean up or notify a staff member of the spill or hazard.
6. Lift with your legs and NOT your back.
7. Comfortable, safe closed-toe footwear is required: gym shoes, work shoes, or boots. Volunteers wearing high heels, open-toe shoes, or sandals will be asked to change.
8. In respect of other volunteers, staff, and clients please do not come into the Pantry if you are not feeling well on your scheduled shift.