

## **Our Daily Bread Food and Resource Center Volunteer Rights & Responsibilities**

### **As a volunteer it is your right:**

- To be assigned a meaningful task
- To work in a friendly, clean, and safe environment
- To ask questions about your task
- To be always treated with respect and kindness by every member of the organization
- To offer input and feedback to the organization about the job or task you are performing

### **As a volunteer it is your responsibility:**

- To follow the rules, policies, safety instructions, and procedures of Our Daily Bread:
  - Follow Food Safety regulations created by the USDA\*
  - Agree via signature to a liability waiver\*\*
  - Maintain confidentiality on behalf of the guests of Our Daily Bread
  - Agree to a Criminal Background Check
  - Agree to the Civil Rights Compliance in the Emergency Food Assistance Program. \*\*\* If you are a SNAP & Intake Specialist or Receptionist, you must attend an in-depth Civil Rights Training prior to volunteering.
- To be prompt and ready to work at the assigned time
- To give notice via email or phone if you will be unable to fulfill your responsibilities
- To perform your tasks to the best of your ability

\*Food Safety Regulations, including acceptable expiration dates, are posted in the warehouse at Our Daily Bread. Each volunteer **must** wash their hands before their shift begins. Our Daily Bread does **not** put any severely dented, open, unlabeled, or damaged food on its shelves, including homemade food. ALL food must be kept 6" above the ground.

\*\*By volunteering at Our Daily Bread Food and Resource Center, you are assuming all risk of injury associated with your volunteer participation on the premises of ODB activities conducted off-site. By volunteering, you also release ODB and its representatives, sponsors, and supervisors from any and all claims, causes of action, and liability arising from or relating to your activities as a volunteer.

**\*\*\* Our Daily Bread FRC does NOT discriminate against any person. This institution (Our Daily Bread FRC) is an equal opportunity provider. Guests who also volunteer do not receive any special treatment.**

By entering our premises, you agree that ODB and its representatives may take photographs, videos, and other images of you, and you consent to ODB use of the photographs, videos and other images taken or produced. Additionally, any volunteer may be subject to a background check.