



Preparing for your Volunteer Shift at Second Harvest Foodbank

Thank you for volunteering with Second Harvest Foodbank! Please take a few moments to review the important information below before arriving to your volunteer shift.

How do I prepare for my shift?

Please plan to arrive 10-15 minutes before your shift start time to complete our volunteer sign-in process and attend our shift orientation.

- ☐ Closed-toe shoes and shirts with sleeves (short-sleeved or longer) are a must.
- ☐ Remove all jewelry, including smartwatches, ahead of your shift. Rings are permitted as you will be able to wear gloves!
- ☐ Leave valuables such as purses, bags, backpacks, etc. in your vehicles. Volunteer cubbies are available in our breakroom, however, these cubbies do not contain locks
- ☐ By signing up to volunteer, you agree to all Second Harvest Foodbank policies. Please refer to the attached document to review our full policies and agreements.
- ☐ Cancel or edit any volunteer sign-ups 1 week prior to your shift via Sign-up Genius or by email volunteers@secondharvestsw.org.

*No drop-in volunteers are permitted.

What do I do when I arrive?

- Volunteers should meet in the welcome area at our Distribution Center at [2802 Dairy Drive, Madison, WI 53715](#).
- You will be greeted by a member of the Volunteer Projects Team- look for staff with a teal apron or vest!
- We will ask you to complete a short sign-in process and attend our shift orientation. This should take no more than 5-10 minutes.
 - Our volunteer shifts start promptly to make every minute count! The shift orientation will include a brief overview of Second Harvest Foodbank and important food safety information, so please be on time or let us know in advance if you are expected to be late.

What will I do during my volunteer shift?

- You will be asked to complete repetitive tasks and motions during a shift and will be expected to remain on your feet for the full shift, standing on concrete. If this is an issue, please contact volunteers@secondharvestsw.org to discuss other volunteer opportunities that may be suitable for you.
- You will partake in a number of potential projects to help get meals out to our community. These may include: Sorting food, labeling food, packaging bulk food into family-friendly portions, and cleaning the work area after the project

Important Safety Reminders

- For your safety, do not use earbuds or MP3s, Bluetooth devices, etc., while volunteering. You need to be able to hear what's happening around you.
- Food or drink should not be consumed in the warehouse, though our break room is available for your use.
- No tobacco use is permitted in the warehouse.
- Face masks are optional and available at the front desk.

Other Important Information (Volunteers under 18 years of age):

- All volunteers must be at least 12 years of age
- Volunteers must be 12 years or older, and volunteers between the ages of 12-15 must be accompanied by an adult for the duration of their shift.
- Plan on one adult for every 5 youth.
- An adult chaperone must arrive ahead of the youth volunteers to assist with the sign-in process at the beginning of the volunteer shift.

Have any questions? Contact our Volunteer Services Coordinator!



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