



Policies and Procedures for Warehouse Volunteers

Each year Second Harvest Food Bank feeds the hungry in Middle Tennessee with the help of thousands of volunteers. By volunteering just a few hours with us, you are helping many people who are hungry. Thank you for being a Second Harvest Volunteer!

Please note that food sorting takes place in Second Harvest's warehouse, a busy working distribution center. Therefore, the Food Bank is required to set certain limitations relating to groups that sort food.

Volunteer Policies

- Volunteer projects are scheduled with each group or individual from 8:30am-3:30pm, Monday-Friday. Evenings and weekends may be scheduled according to the Food Bank's needs and capabilities.
- A volunteer group must include at least 8 participants, and the maximum number of participants that can sort food at any one time is 35.
- We ask that volunteers leave personal belongings in their vehicles, as purses and bags are not allowed in our warehouse.
- Volunteers must be age 12 and up to sort food in the warehouse.
- Groups with volunteers younger than age 18 must be accompanied by adult chaperones. One adult for every five young people (age 12-18) is required.
- New volunteers will participate in a short orientation upon arrival as well as tour Second Harvest Food Bank.
- If you are unable to join us for your scheduled time, please cancel within 48 hours of your appointment.

Leaders, please make sure your group understands and follows these safety rules:

- Please wear closed toed shoes (no sandals). Dress for a warehouse environment.
- No throwing or tossing cans or other products.
- All volunteers are expected to remain in their work area.
- No driving tow motors (fork lifts) or riding on pallet jacks.
- No running or playing on pallets.
- Always place pallets securely on the ground.
- No eating in the warehouse (drinks are allowed).
- Do not take any product including food, from the warehouse.