



## FOOD PANTRY VOLUNTEER DESCRIPTION

### Job Description:

- Volunteers will build non-perishable and perishable bags.
- Volunteers will sort food donations as needed.
- Volunteers will only work in the back of the Food Assistance area.
- Volunteers will not work directly with donors or clients, but will only work directly with others on their volunteer team.
- To limit your exposure, you will be assigned to work in a team and will work with only those same volunteers each shift.

### Volunteer Hours:

- Mondays, Tuesdays, Wednesday or Thursdays – 9:00am – 11:00am (2 volunteers per shift)
- Tuesdays or Wednesdays 3:00pm – 5:00pm (1 volunteer per shift)
- Thursdays 2:00pm - 5:00pm (3 volunteers per shift)

### Keeping you safe:

Please know that your wellbeing is of the utmost concern to us and we have made many changes to our set up and procedures to ensure your safety. Our precautions and protocols are detailed below and will be updated as needed to adhere to the CDC and state recommendations.

#### Personal Protective Equipment (PPE):

- Masks - You will be required to wear a mask at all times, (even if you are working alone). If you have a mask, please bring it with you. If you don't, we will provide you with a reusable one that you must bring home to properly wash and return with on your next shift.
- Gloves – We will provide you with disposable gloves each time you arrive for your shift.
- Safety Glasses – While not required, we will offer you one pair of safety glasses if you would like them. You would then be responsible for cleaning them at home between shifts and bringing them back with you to your next shift.

#### Teams and shifts:

- To limit your exposure, if working with other volunteers, you will be assigned to work in a team and will work with only those same volunteers each shift. Should anyone on the shift test positive for COVID-19, Beverly Bootstraps will follow the CDC guidelines to appropriately respond and communicate with those involved.
- Volunteers will be asked to work only one shift a week. This is to limit the amount of volunteer shifts that would be affected should someone become ill or be exposed.
- All Volunteers will work in the back of Food Assistance area to limit exposure to the public.

#### Building Safety:

- **Cleaning Protocol:** The space will be cleaned between each volunteer shift. We will provide cleaning wipes or a spray solution and cloths that volunteers will be asked to use to wipe down their workstation before they leave. A Food Assistance staff person will also thoroughly clean the room with appropriate sanitizing materials between each shift.
- **Elevator Policy:** The elevator will be open but will have a suggested limit of 2 passengers at one time. If full, you will be asked to wait for the next car or use the stairs.
- Hand Sanitizer will also be available in the volunteer work space.

#### **Expectations: Volunteer Requirements:**

- To further limit exposure for the volunteer teams, we ask that you make a three month commitment.
- While we understand that this is a volunteer position and typically are flexible, the current conditions and our team plan have changed our ability to find substitutes for anyone who can't or doesn't show up for their shift. We ask that you keep in mind your ability to fully commit to your schedule when deciding to volunteer with us again.
- All volunteers will be asked to enter the building from the 35 Park Street entrance.