

## Volunteer Policies at the House of Bread Effective November 1, 2018

### Schedule!

Schedule your volunteer day online with us at [www.houseofbread.org/get-involved](http://www.houseofbread.org/get-involved). Walk in volunteers make it very challenging to plan our menu and staffing needs.

### Sign in!

When you arrive, please check in with a staff person and sign-in. All volunteers must complete an information form once annually. Staff members will provide direction while you volunteer.

### Minimum Age

**The minimum age for volunteering is 16. There are no exceptions to this policy.**

### Volunteer Groups

We have many people who like to organize groups and volunteer with us. **The maximum number of people that your group may bring is 12**, and the group leader must communicate all volunteer policies to everyone coming.

### Volunteer code of conduct

Volunteers should conduct themselves professionally and do their assigned tasks to the best of their ability. Volunteers will be asked to leave if they exhibit improper or inappropriate behavior toward other volunteers, guests or staff, including, but not limited to, unwanted comments on a sexual, racist, or profane nature. We respect the religious convictions, or lack thereof, of all our volunteers and guests. Weapons of any kind are not permitted at the House of Bread. Smoking is only allowed in the grassy area across from the building, and not by the doors or in the parking lot.

### Equal opportunity statement

Everyone is welcome to volunteer, regardless of race, gender, religious preference, sexual orientation, income, or physical ability. For many reasons, guests who are actively coming to the House of Bread to receive services, may not sign up to volunteer.

### Food Consumption

Volunteers may have beverages, but not food, in the kitchen. Volunteers are encouraged to eat lunch at 1pm.

### Special projects

We do have special projects that sometimes need done, such as organizing the warehouse or cleaning in the kitchen or dish room. These can be scheduled between 2-4pm on weekdays.