



House of Bread  
VOLUNTEER POLICIES  
Updated 2/8/12

In the interest of providing all of our volunteers with a pleasant and safe working environment, the House of Bread will follow these policies in regards to volunteers:.

Scheduling

All volunteers must schedule their shift either online or with the Director, Melodie Bennett. The typical volunteer day is 9am-2pm Monday thru Friday, 9:30am-2pm Saturday, and 10:30am-2pm on Sunday. We do reserve the right to request an individual or group to not volunteer with us.

Sign in procedures

All volunteers are asked to sign in on the sheet in the kitchen. The first time an individual or group volunteers, Volunteer Information form and release of liability must be completed by everyone.

Youth

For teens aged 16-17, we must have an emergency contact name and phone number if an emergency would arrive.

Children under age 16 cannot use knives, machinery, or handle hot pans.

Children between the ages of 12-15 are invited to volunteer at the House of Bread with a responsible adult over age **18**. Youth groups that would like to volunteer, whose members are between the ages of 12-15, are asked to provide a supervisory ratio of 1:5. We can accommodate a maximum of 10 children between the ages of 12-15 to volunteer in one day.

Children ages 11 and under may come in for a tour of the House of Bread. We are happy to talk with these young children and their adult leaders about other ways they can help us.

Directions while at the House of Bread

Volunteers will be greeted by a staff person when they arrive. Volunteer work responsibilities will be assigned by staff, or a seasoned volunteer.

Please treat our guests kindly and with dignity and respect. Our guests, and other volunteers, will appreciate your smile and positive comments.

### Composting

We do compost for our vegetable garden. Please follow the directions for what to include in the compost bucket each day.

### Community Service

We currently do not accept individuals to volunteer who have to do court-appointed community service. We do accept students who have to complete community service for class or college requirements, and we will sign all applicable forms needed.

### Equal Opportunity statement for volunteers

Everyone is welcome to volunteer at the House of Bread, regardless of gender, race, religious preference, sexual orientation, income, or physical ability.

### Volunteer code of conduct

Volunteers are asked to conduct themselves professionally and to do their assigned tasks to the best of their abilities. Volunteers may be asked to leave if they exhibit improper or inappropriate behavior toward guests or other volunteers- including, but not limited to, unwanted comments of a sexual, racial, or profane nature. We respect the religious convictions (or lack thereof) of each our guests and volunteers.

### Food

Volunteers may prepare themselves a lunch after we have finished serving our guests. We cannot consume food in our kitchen, but volunteers are encouraged to dine as a group in our dining room. Please no setting aside or consumption of any food before 1:00pm.

Staff of the House of Bread will follow these policies.

*THANK YOU for volunteering with us!*