Loaves & Fishes of Tompkins County

Volunteer Guidelines

Mission Statement:

Loaves & Fishes of Tompkins County is a Christian ministry which provides a place for free meals, hospitality, companionship, and advocacy for those in need, regardless of their faith, beliefs, or circumstances.

Volunteer Commitment:

- Come with a great attitude, be in good health, and work as a team
- Volunteer for full duration of shift
- If unable to work shift, cancel shift using Charity Proud platform, or email or call to cancel

Volunteer Requirements:

- Experience is not necessary to volunteer.
- Register using the Charity Proud platform before volunteering for the first time.
- Sign up for a shift on the shift calendar.
- The minimum age requirement is 16 years. If volunteers are between the ages of 16-17, they are limited to working the 2nd shift only.
- The ability to lift **up to 50 lbs.** for *certain* volunteer positions; please reach out if you have any questions.
- Court-appointed, service learning and community service volunteers can request that a staff member sign necessary forms to confirm hours.

Personal Hygiene:

- Wear clean clothing, including a laundered apron. Aprons are not worn in the bathroom. Wear a hat or hair net (supplied by Loaves & Fishes if necessary), along with closed-toed shoes and shirts that cover upper torso including upper arms.
- Wash hands in hot water for 20 seconds prior to starting shift and putting on gloves. Gloves are changed if touching anything other than food, between duties, and after using the bathroom.
- If ill with fever, coughing, open sores on hands, vomiting/diarrhea, please stay home and recover. You may return 24 hours after last symptom of vomiting or diarrhea.

Community Agreement:

- For safety and wellbeing, please contact executive director, volunteer coordinator, or operations manager in the occurrence of unacceptable behavior by staff, other volunteers, or guests.

Volunteer Tips:

- Parking is not allowed in church lot. There are street parking options on Buffalo and Geneva Streets.
- Personal belongings, including coats/bags/phones, should be kept in the cold food prep (“guild”) room for safety purposes. If locking up items is needed, a staff can be asked to unlock designated cupboard for you. Loaves & Fishes is not responsible for lost items.
- Phone usage is restricted to emergencies. If photos are taken, please ask permission of other volunteers. No guests may be photographed.
- Drug use of any kind, including smoking or vaping, on church premises is prohibited

- If injured, please alert operations manager or volunteer coordinator. There is a First Aid kit on premises in kitchen area. You will be asked to complete an incident report form.
- If a guest has a need that is beyond duties of volunteer, please alert a Loaves employee