

## **Volunteer Guidelines for the SLC Community Food Project Food Pantry**

Thank you for your commitment to volunteering at this Food Pantry! We appreciate you joining our team. The following guidelines are to help create a welcoming and safe environment.

- **Dress appropriately.** Please wear close toed shoes, and dress comfortably.
- **When you arrive, please check-in with a Food Pantry Staff member, and sign in.** Attend the volunteer training (watch videos) and receive your volunteer role.
- **For safety reasons,** be aware of your surroundings. Please do not throw boxes or other items. Be careful when lifting heavy items; please ask for help whenever you need it. Your personal items like bags, jackets, etc. are your responsibility.
- **Please stay in the area designated for your volunteer role.** If you are done or need to leave at any time, please let **a staff member know, or sign out.**
- **Create a welcoming atmosphere** by greeting participants and each other in a friendly manner. Be respectful, fair, and patient with participants and each other. Participants come from diverse backgrounds and experiences and may speak different languages. If a participant needs special assistance, please let a staff member know.
- **For the safety of others,** threats, verbal and physical abuse cannot be tolerated. If there is an uncomfortable or unsafe situation with participants or volunteers, please find a staff member for assistance.
- **Please do not eat or drink at your volunteer station.**
- **Volunteers receive the same amount of food as participants.** Volunteers will be allowed to shop at the end of their shift if they are part of the food delivery crew, and mid-shift if they are helping with distribution. Please do not set aside food.
- Thank you for your cooperation in following these guidelines. Your patience and consideration of participants, volunteers, and staff is greatly appreciated.

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**If you have any questions or suggestions, please contact Spiral Living Center's  
Community Food Project Coordinator or SLC's Program Manager.  
[spiral@spiralliving.org](mailto:spiral@spiralliving.org)**