

Volunteer Checklist

Please print this checklist to bring with you to your appointment.

Thank you for your desire to volunteer at The Food Bank for Central & Northeast Missouri.

Below is a checklist that will help your group be prepared when making plans to help.

___ Please call with your schedule request with as much notice as possible. We are able to schedule several months in advance.

___ Please make sure members of your group know that they will be required to walk down a long set of stairs to get to the volunteer workroom. At this time we have no limited access entryways due to construction as we remodel. Renovations should be completed by March.

___ Please adhere to the volunteer height requirement: all volunteers must be able to stand flat-footed on the floor and be able to reach across a counter-height table (approx. 48" tall). At no time will any volunteer be allowed to stand on a stepstool.

___ All volunteers must be able to work independently under instructions (no toddlers, no runners, no babies in strollers/backpacks/slings/baby carriers).

Please make sure that all volunteers are wearing appropriate attire:

- ___ Closed-toed shoes - **NO EXCEPTIONS!!**
- ___ Jeans, pants, or long shorts.
- ___ Comfortable shirts with at least a short sleeve (all shoulders must be covered)
- ___ No offensive printing on any clothing.
- ___ No food or drinks allowed in the food area.

We will make every effort to confirm your group's schedule approximately 24 hour prior to your appointment. If there is a change in the number of volunteers or a change in the time of your appointment, please let us know so we can accommodate your group.

IMPORTANT: We kindly ask your consideration in allowing time at the end of your scheduling block to help us clean the work area. With only one Food Bank employee to manage numerous volunteers, we must ask that all groups allow time to help with shift-end cleaning including wiping down the tables, sweeping, mopping, etc. Upon sign-in, any group intending to leave earlier than their scheduled shift should notify the workroom manager to allow for shift-end cleaning.

*At any time, please feel free to call The Food Bank to let us know of any changes in the schedule or volunteer numbers.

(573) 474-1020
Tim or Cathy – ext. 316
Devin – ext. 315

***Last minute issues or concerns can be addressed
after hours by calling (573) 474-1020 ext. 316**