



Yavapai Food Bank

(928) 775-5255

www.yavapaifoodbank.org • email: yfbfood@cableone.net
8866 E. Long Mesa • Prescott Valley, AZ 86314 • Fax: (928) 759-2277

SERVING YAVAPAI COUNTY SINCE 1992

Date: _____

APPLICATION FOR A VOLUNTEER POSITION

Name	Date of Birth		
Address	City	Zip	
Home Phone	Other Phone		
Emergency Contact	Relationship		
	Phone		
Occupation			

How did you hear about Yavapai Food Bank?

Do you have skills and/or work experience that would be applicable in your volunteer work? Explain or describe.

Warehouse

Clerical

Public Relations

Computer Skills

Special Projects

Do you speak a foreign language? If so, please specify _____

Do you have any physical limitations? Lifting Standing Other (explain)

What is the last grade you completed?

Have you ever been convicted of a felony?

Time Available (days/hours) M T W Th F Sat from _____ to _____

I hereby warrant and guarantee to Yavapai Food Bank, Inc. and its officers, that I will hold same, harmless from any and all liabilities, claims, losses, causes of judicial action, suits of law or in equity, or any obligation whatsoever arising out of or attributed to any action on my part in connection with any and all volunteer services performed by me on behalf of Yavapai Food Bank, Inc.. I understand that Yavapai Food Bank, Inc. does not and will not provide workmen's compensation or any other insurance for injuries incurred while performing my volunteer services.

By signing here I indicate that I have read and understand the above _____

Yavapai Food Bank is a 501(c)3 nonprofit privately funded charitable organization

Mailing address: P.O. Box 4151 • Prescott, AZ 86302 • (928) 775-5255 or 775-9204 • Fax 759-2277

**YAVAPAI COUNTY FOOD BANK
OFFICE AND WAREHOUSE RULES & GUIDELINES**

This is a business environment and we expect all workers to conduct themselves accordingly.

1. Please adhere to all dress code and conduct rules as posted.
2. If you have any physical limitations, you need to inform us of them before you start.
3. You are expected to complete any task asked of you and report status before you leave.
4. When you are asked how many hours you will be working, you must adhere to that time (with the exception of an emergency).
5. When you have finished a job, you need to ask the assigned Supervisor in your area what to do next.
6. Your assignment is important, especially on food give-away days. You must let your Supervisor know if you have to leave your area for any reason.
7. There will be no breaks when there are trucks to unload or during the food distribution time, unless an unforeseen emergency arises. Please let your immediate Supervisor know.
8. No smoking in any building, distribution area or around any food. Designated areas for smoking are 25 feet from the main building in the back. Receptacles are available for cigarette butts. Do not drop on ground.
9. No animals are allowed inside the warehouse or food distribution area, except those trained and assisting handicapped individuals.
10. All food must be at least 6 inches off the floor, including the cooler room (also 6" from walls in the cooler room), and when outside, placed on pallets.
11. We have a rotation system with the food. Before unloading new food, make sure the old food is brought to the front. Look for the dates when coming into the warehouse on color coding.
12. Do not throw away any old food without permission. Please note there are two dumpsters. One for cardboard and one for everything else. Please pay attention to signs. Put cardboard only in the one marked.
13. COMMUNITY SERVICE WORKERS: if you are not where you are supposed to be when working for Yavapai County Food Bank, we reserve the right to dock your time or refuse to continue your hours with us.
14. COMMUNITY SERVICE WORKERS: if your P.O. or S.O. shows up and you're not here or where you're supposed to be, we will not police, lie or cover for you!
15. Volunteers and Community Service Workers are allowed one food box once a week. No warehouse worker can create their own box. Boxes must be weighed, checked, and logged on daily distribution sheet at the end of the day or before you leave the warehouse area for the day.

Our goal here is to feed the hungry. RESPECT for everyone you come in contact with is a MUST. If you have a problem with a co-worker or client, you need to tell one of the Directors immediately, otherwise Bob Wilson, personnel manager, will settle any disputes.

DISCIPLINARY PROCEDURES:

First offence: you will receive a -written warning.

Second offense: you will be sent home for the day.

Third offense: you will be asked to leave permanently.

I hereby warrant and guarantee to Yavapai County Food Bank, and/or their officers, that I will hold same, harmless from any and all liabilities, claims, losses, causes of judicial action, suits of law or in equity, or any obligation whatsoever arising out of or attributed to any action on my part in connection with Yavapai County Food Bank, whether I am on their property as a client, volunteer or for any other reason. I understand that Yavapai County Food Bank does not and will not provide workmen's compensation or any other insurance for injuries incurred while on their property. This also includes causes of judicial action, suits of law or in equity, or any obligation whatsoever arising out of or attributed to any action on my part in connection with the receiving, storage and/or use of the items supplied to me by Yavapai County Food Bank.

I have read and agree to the above _____ Date _____

YAVAPAI COUNTY FOOD BANK DRESS CODE & CONDUCT

8866 E. Long Mesa Drive, Prescott Valley, AZ 86314 - (928) 775-5255

DRESS CODE & CONDUCT APPLIES TO ALL WORKERS WHEN WORKING WITH THE PUBLIC AND REPRESENTING YAVAPAI COUNTY FOOD BANK AT ANY LOCATION, NOT LIMITED TO WAREHOUSE, OFFICE, FOOD DRIVES AND FUND RAISERS.

WOMEN AND/OR MEN (as applies)

1. All dress must be descent and appropriate for any type of work (some work can get very dirty).
2. Pants must not be so loose that they have to hang on to them and therefore **unable** to do their work or so low that their **underclothes** or offensive body parts **show**.
3. No short shirts with midriff showing (front or **back**).
4. **WOMEN:** No **spaghetti** straps, bra straps, and no **cleavage showing**.
5. **Shorts** need to be a modest length.
6. **Obscene, indecent** or **offensive** tattoos must be covered.
7. Closed-toed shoes are required on YCFB property, or loading or **unloading** food at YCFB events
8. Food-**handlers** or rubber gloves should be worn at all times when working in **the** warehouse, cooler or freezer room.
9. No **offensive advertising** on **clothing**, or any **obscene, indecent** or offensive language will not be tolerated. You may be asked to leave immediately.
10. No drugs or **paraphernalia** allowed on person or premises. Random drug testing should be expected with 24-hour **notification**.
11. **COMMUNITY SERVICE WORKERS:** No **disclosure** or discussion of offenses **allowed**. This includes why you were assigned **community service**.
12. There will be no **swearing**, using foul **innuendos**, lewd or **inappropriate conversation**, conduct, sexual harassment, or **flirtatious** behavior between sexes.

Any questions about any of the above, please talk to Bob Wilson, personnel **manager**.

DISCIPLINARY PROCEDURES:

First offense: you will receive a written Warning.

Second offense: you will be sent home for the **day**.

Third offense: you will be asked to leave **permanently**.

I have read and agree to the above _____ **Date** _____

THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.