



TCK Volunteer Registration & Release Form

Welcome to The Community Kitchen (TCK)

Name: _____

Address: _____

Primary Phone: _____ Alternate Phone: _____

Date of Birth: _____ Email address: _____

Any physical restrictions? _____

Emergency Contact: _____ Phone: _____

Organization: _____ # hours needed _____ to be completed by date _____

Please choose from the following Volunteer needs:

Pantry - Sorting/Bagging Food: Mornings M Tu W Th

Pantry - Distribution Line: Wednesday 12:00 -5:45pm Thursday 11:00 am- 4:15 pm

Pantry - Holiday Distribution: November (Thanksgiving) December (Holiday)

Pantry - Deliveries: Thursday 9:00-11:00 am

Kitchen Prep: 10:30am-1:00pm or until done M Tu W Th F

Hot Meals - Serve/Clean-up: 4:30-6:45 pm M Tu W Th F; 10:30am-1:00 pm Sun

On Call: I am available on short notice to volunteer on the days/times checked above

Special Events: Fundraising events, usually Saturdays

Initial

_____ I agree that I am physically able to volunteer at TCK.

_____ I agree being 14 or under that I have adult supervision present while volunteering.

_____ I agree I will obtain parent/guardian signature BEFORE I volunteer at TCK, if I am under 18.

_____ I agree that I must be 18 years of age to operate any kitchen equipment, load/unload trucks/ vans or to use the conveyor belt.

_____ I DO/DO NOT consent to the use of my photo, film or video tape taken during my volunteer time for any Community Kitchen purpose.

_____ I agree to waive any/all claims arising out of my volunteer situation at TCK, against TCK or any parties connected to TCK.

Volunteer Signature

Date

Parent/Guardian Signature

Date

Being Part of the Kitchen

We would ask you to remember that other volunteers and guests of The Community Kitchen might be experiencing a crisis in their life. We encourage volunteers to treat **all they meet** as **they** would wish to be treated. Please be respectful and polite to **everyone** who has stepped through our doors. We ask you to read and embrace the Code of Ethics that we use on back side of this page.

Code of Ethics & Conduct

Dress Code

During the **entire year**, health code approved clothing must be worn. All clothing must be clean, shirts with sleeves and closed toed shoes. Due to food safety, cell phones and chewing gum are not allowed.

Respect & Fairness

Our Mission is to feed those that need a meal. We encourage eye contact, pleasantries and showing friendly interest. However, we do not encourage familiarity, prying, questioning or offering advice.

TCK does not discriminate on the basis of race, religion, national origin, gender, age, sexual orientation, disabilities/chronic illness. Any abuse of this policy will not be tolerated.

Accept Supervision & Guidance

Regardless of your previous experience, TCK staff and some veteran volunteers will help guide you through the volunteer experience. We encourage you to ask if you need any help.

Confidentiality

Many people use TCK out of necessity to help them get by; please be discreet with those you meet or help at TCK. We work on a non-recognition policy; leave it up to people who know you to acknowledge that fact if they feel comfortable doing so.

Behavior

Please refrain from gossip and controversial subjects. We would also ask that humor is kept at a PG level. We would stress that any behavior that we deem unacceptable will not be tolerated.

Dependability & Punctuality

TCK, our Guests, other Volunteers and Staff rely on your commitment to show up and be on time. Please call with as much notice as possible to reschedule when there are conflicts or you are unable to come. Having accepted the role of Volunteer you have agreed to serve a certain amount of time. For the fairness of others, please stay until your agreed to volunteer time is met, or all jobs & cleaning are finished.

Some housekeeping notes:

At the beginning of each shift, the Kitchen provides hats, aprons and gloves that must be worn. When using the bathroom, or eating meals, please remove your apron and hat and hang them on the hooks provided outside the bathroom doors. **Please do not eat or drink while in the kitchen or on the serving line.** At the end of your shift please place your apron and hat in the laundry hamper in the kitchen.

Glove Use

Hands must be washed before putting on gloves or when changing to a new pair.

Food handlers should change their gloves:

As soon as they become soiled, torn or beginning a different task.

At least every four hours during continual use, and more often when necessary.

After handling raw meat and before handling cooked or ready-to-eat food.

After touching any body part, hair, glasses, or anything other than food!

I agree to having read and understood the Glove Use, Code of Ethics & Conduct.

I agree to work within the Code at all times while at The Community Kitchen.

Volunteer Signature

Date