



# The Community Kitchen, Inc. (TCK)

37 Mechanic Street, Keene 03431

## Volunteer Registration & Release Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email address: \_\_\_\_\_

Physical Restrictions: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ # hours needed \_\_\_\_\_ to be completed by date \_\_\_\_\_

**Please choose volunteer assignments of interest:** \*Note I may be asked to participate in other opportunities.

### Pantry Program

Sorting/Bagging Food: 9:30AM-12PM  M  Tu  W  Th

Distribution Line: Wednesday  10AM-1PM or  1PM-4PM or Thursday  10AM-1PM or  1PM-4PM

Deliveries:  Thursday 9AM-10AM

### Hot Meals Program

Kitchen Prep: 10:30AM-1PM  M  Tu  W  Th  F or 1PM-3PM  M  Tu  W  Th  F

Hot Meals- Serve/Clean-up: 4:30PM-6:45PM  M  Tu  W  Th  F or  10:30AM-1PM Sun

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

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

Special Events:  Fundraising / Mobile Pantry (usually Saturdays)

Initial

### Acknowledgement

\_\_\_ I agree that I am physically able to volunteer at TCK. I have listed any physical restrictions above.

\_\_\_ I understand & agree that if I am under the age of 18, I must have a parent / guardian signature on this form and an adult must accompany me while volunteering at TCK. *I may not operate Kitchen equipment: (dishwasher, knives, laundry facilities, ovens or steam table) Pantry equipment: (box knives, conveyor belt, pallet jacks or U-boats).*

\_\_\_ I understand & agree that I am donating my time / services to TCK. *Understanding I am not entitled to, nor do I expect any compensation / benefits for my volunteer services.*

\_\_\_ I understand & agree to follow the supervision / instruction of any employee or volunteer I've been assigned to assist.

\_\_\_ I understand & agree that while volunteering at TCK, I will notify a supervisor immediately of any incident that occurs during my ordinary responsibilities; waiving any / all claims arising against TCK or any parties connected to TCK.

\_\_\_ I understand & agree that if I am responsible for any injuries / damage to other people / property while acting out of the scope of volunteer duties, that I may be held responsible for any damages.

\_\_\_ I Do consent to the use of my photograph or video taken during my volunteer time for any TCK purpose.

*or*

\_\_\_ I Do Not consent to the use of my photograph or video taken during my volunteer time for any TCK purpose. *It is my responsibility to remove myself should circumstances arise.*

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Mission Statement

*The Community Kitchen strives to provide nutritious meals and groceries; to educate and empower our guests, community, and partners; and to be a leading advocate to strengthen food security in the Monadnock region.*

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## Code of Ethics

### **Being Part of The Community Kitchen:**

Our Mission is to feed those that need a meal. We would ask you to remember that other volunteers and guests of TCK might be experiencing a crisis in their life. We encourage volunteers to treat **all they meet** as **they** wish to be treated. Please be respectful and polite to **everyone** who has stepped through our doors.

### **Respect & Fairness:**

We encourage eye contact, pleasantries and showing friendly interest. However, we do not encourage chumminess, prying, questioning, or offering advice. TCK does not discriminate based on race, religion, national origin, gender, age, sexual orientation, disabilities/chronic illness. Any abuse of this policy will not be tolerated.

### **Confidentiality:**

Many people come to 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. Keep humor at a PG level. No sexual harassment or other types of harassment or intimidation will be tolerated. Violence and threats of violence, and all weapons, are prohibited. Smoking is not permitted within 25 feet of the building. Use of illegal drugs is prohibited.

### **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 volunteer time is met, or all jobs & cleaning are finished. Volunteers with repeated no-calls, cancellations & leaving early will be removed from the schedule.

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## Hygiene Policy

### Initial

- All clothing must be clean, shirts with sleeves and closed toed shoes.
  - If wearing apron and hat, they must be removed when using the restroom.
  - Cell phones or chewing gum are not allowed.
  - Masks worn when required.
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## Glove Use Policy

**Hands must be washed before putting on gloves or when changing to a new pair. Food handlers should change their gloves:**

### Initial

- As soon as they become soiled, torn or when beginning a different task.
  - At least every four hours during continual use, and more often when necessary.
  - After handling raw meat, before handling cooked / ready-to-eat food and unpackaged vegetables.
  - After touching any body part, hair, glasses, or anything other than food!
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### Initial

*I have read the Code of Ethics, the Hygiene Policy and the Glove Use Policy.*

***By signing below, I agree to abide by all policies while volunteering at The Community Kitchen.***

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_