



Sacred Heart Food Pantry Volunteer Rules & Regulations

While volunteering at the Sacred Heart Food Pantry please follow these rules and regulations. Understand that if at any time the rules are not followed, we may ask you to leave.

- Volunteer Registration: All pantry volunteers are required to fill out a pantry volunteer registration form and submit it to the acting supervisor.
- CORI: Each year, all volunteers who are 17 years and older must complete a CORI screening form. You must complete the form and present it to the designated staff member who handles CORI screening.
- Archdiocese Code of Conduct Statement: You are required to sign the archdiocesan Code of Conduct Statement of Agreement which deals with conduct with children and the elderly, and agree to comply with the rules and guidelines contained in that statement.
- Sign-in: You are asked to sign the volunteer log book each time you volunteer at the pantry. If you are performing community service, you must also indicate your service hours in the community service log book.
- Harassment: The food pantry has zero tolerance for harassment of any kind. If you feel that you have been the subject of harassment, please see the acting supervisor.
- Drug Free Workplace: Use of controlled substances and alcohol are not permitted on the food pantry property, and volunteers under the influence of drugs or alcohol are prohibited from participating at the pantry.
- Confidentiality: In the course of your work you may recognize a client or see identifying information about individuals that receive services from the food pantry. This information is strictly confidential and must not be shared outside of internal food pantry communications.
- Cell Phones: Please keep phones silent and restrict their use to break times.
- Hygiene: We are dealing with food products and grocery products going to the public. Good hygiene and sanitation are important. You will be provided with guidelines on proper handling and retention of product. Follow these directions to the best of your ability.
- Children Volunteers: Children who are 15 years old or younger must be accompanied by an adult in order to volunteer.
- Food Usage: All food at the food pantry is donated or purchased for the benefit of our clients. No product at the food pantry is to be consumed by or taken by a volunteer or employee. The only exception is perishable food that is specifically designated as overage and offered at the end of pantry hours.
- Recipient Volunteers: Recipients who are volunteers may not take food apart from what is provided during their designated pantry visit.