



## Basic Needs Food Market/Rescue Volunteer Agreement

- I will treat all volunteers, program participants, donors, and staff with respect and dignity.
- I understand that anyone that may help me with food rescue needs to be registered as a Basic Needs volunteer and has completed training.
- I will always wear my Basic Needs Volunteer badge, and when possible my volunteer shirt, when doing food rescue/working at the Market.
- I will only do as much physical activity as I am comfortable doing.
- I will report any hazards, unsafe activities and behavior that is hurtful to the volunteer coordinator, a Basic Needs manager, or executive director.
- I understand that I cannot be under the influence of alcohol or other drugs, including prescription medications that may cause drowsiness or poor judgment, while volunteering.
- I will inform the volunteer coordinator and/or food rescue team via Groupme in advance if I am not able to do a food pick up.
- If posting positively about Basic Needs Food Rescue on my personal social media, I will tag and/or mention the Basic Needs organization.
- I will not put any food on the floor at any time, will use sanitary guidelines/requirements, and will follow all guidelines in the Second Harvest Food Rescue training provided by staff.
- I will practice safe lifting and always bend at the knees.
- I will use carts to move bags to my car when available.
- I will abide by driving and parking laws.
- I will keep the door code to Basic Needs secure, not sharing with anyone, and lock both locks when leaving.
- I understand that there is no mileage reimbursement and I am responsible to safeguard my belongings.
- I understand the food donated is to be delivered to the food market and pantries are not to be kept for personal use.
- I will complete all items on the food rescue checklist, below, each time I pick up food.

Basic Needs appreciates you and is committed to respecting your skills and individual needs within the limitations of these requirements. I understand that as a volunteer who drives my own vehicle as a part of my volunteer tasks, I am responsible to annually provide my driver's license and copy of my motor vehicle insurance coverage to Basic Needs. I understand that my motor vehicle insurance coverage shall be the primary coverage in the event of an accident or claim. I also understand that as a volunteer for Basic Needs, I am driving on my own accord and I voluntarily assume full responsibility and agree to indemnify and hold harmless Basic Needs for any loss, liability, damage, costs or injury that may be sustained by me or a third party as well as damage to or loss of personal property as a result of driving as part of my volunteer tasks.

Volunteer printed name \_\_\_\_\_ Volunteer signature \_\_\_\_\_ Date \_\_\_\_\_

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**Basic Needs of South Washington County**

**651-207-8656 | [info@basicneedsmn.org](mailto:info@basicneedsmn.org)**

### **Food Rescue Checklist**

*Thank you so much for your valuable time and help to rescue food and make it accessible to those in need!*

- If not able to do my assigned pick up, find a trained substitute in advance.
- Always wear my Basic Needs nametag when doing food rescue, and my volunteer shirt when possible.
- Arrive at food pick up location within assigned hours
- Check expiration dates on food and temperature on frozen/refrigerated food at pick up. Do not take food that is questionable or expired. Notify store staff if you find food expired.
- Return all containers/carts after use.
- Take food donations directly to assigned pantry site (library, free little pantry, or the Basic Needs Food Market.)
- For deliveries to the library, produce volunteers must check the refrigerator temperature at each delivery and record it with your initials on the sheet on the refrigerator. If above 40 degrees, notify [execdir@basicneedsmn.org](mailto:execdir@basicneedsmn.org) immediately.
- Check expiration dates on food before restocking–remove expired food and weigh before disposing.
- Unload donated food from your vehicle to the food pantry/market site.
- Weigh all of the donated food and record the weights of expired and newly donated food by category. This must be done for ALL food per requirements.
- Organize food on shelves and/or refrigerators at the food pantries. Market staff will organize food there.
- Remove excess food from the library/food pantry and dispose of organic recycling at the library (see staff for directions).
- Remove excess cardboard from the library and recycle at the library. See staff for instructions.
- Log hours on Vicnet using the following instructions–for grant reporting as well as for volunteer awards:
  1. Go to <https://www.volgistics.com/vicnet/504386> (or click the current Volunteers “sign in” button on the Volunteer page at the basicneedsmn.org website)
  2. Log in with your email address and password (click forgot password to reset if you don’t know it and contact [volunteer@basicneedsmn.org](mailto:volunteer@basicneedsmn.org) if you need assistance)
  3. Click the “service” tab
  4. Enter the date and hours worked
  5. Select “food rescue” from the drop down assignment menu
  6. Click post.