



## Required Volunteer Training

- **Civil Rights:**
  - We agree to distribute all food without regard to race, color, national origin, age, sex, disability, gender identity, religion, reprisal, political beliefs, marital status, familial or parental status, sexual orientation, or public assistance income.
  - If you encounter anyone with a barrier, like language or disability, please contact the person in charge. We will try to make reasonable accommodations.
  - If anyone wishes to make a formal complaint of discrimination, please contact the person in charge. Please direct them to Second Harvest's website or staff to access the complaint form.
  - The Civil Rights "And Justice for All" poster must be displayed during food distributions. This can be located on our website at [www.helpendhunger.org](http://www.helpendhunger.org).
- **Food Safety:**
  - If you are sick please excuse yourself from volunteering.
  - Wash hands with soap and water prior to handling food product.
  - Do not place food on the ground.
  - Set aside any packaged food that does not have packing intact for disposal. Dented cans are okay as long as dent is not deeper than your finger.
  - Dispose of any food showing signs of spoilage.
  - Do not distribute any packaged foods that do not have manufacturer labeling.
  - Prevent cross contamination by separating and handling food products accordingly. (i.e. Separate raw meat from produce, etc.)
  - Distribute cold foods within two hours when weather is 70°F or above, and four hours if below 70°F. In warm weather, the Second Harvest truck will stay onsite during a portion of the event to keep food cold.
- **Personal Safety:**
  - Use Proper lifting techniques, lifting with the legs, not back. Don't lift and turn at the same time. Ask for help when lifting heavy objects.
  - Wear safe clothing (i.e., safety vests, gloves, etc.) and closed toe shoes.
  - Always be aware of your surroundings (boxes, pallets, traffic, etc.).
  - Any child must always have an adult supervisor with them.
  - DO NOT operate Second Harvest equipment.
  - Other / site-specific information

