Curbside Volunteering – July 2021

Volunteer Schedule:

MONDAY	TUESDAY	WEDNESDAY, THURSDAY & FRIDAY
SHOPPING: 4 - 7 PM	**SHOPPING: 4 - 7 PM**	**SHOPPING: 11 AM - 2 PM**
7:45 - 9 AM - FOOD RESCUE - 2-3 REGULAR VOLS	8 - 10 AM - WAREHOUSE - 2 REGULAR VOLS	7:45 - 10 AM - FOOD RESCUE - 2-3 REGULAR VOLS
2 - 3:30 PM - STOCKER - 4 VOLS	10 - 11 AM - FOOD RESCUE - 2-3 REGULAR VOLS	9 - 10:30 AM - STOCKER - 4 VOLS
3:45 - 7:15 PM - SCHEDULER - 1 REGULAR VOL	2 - 3:30 PM - STOCKER - 4 VOLS	10:45 AM - 2:15 PM - SCHEDULER - 1 REGULAR VOL
3:45 - 7:15 PM - GREETER - 2 VOLS	3:45 - 7:15 PM - SCHEDULER - 1 REGULAR VOL	10:45 AM - 2:15 PM - GREETER - 2 VOLS
3:45 - 7:15 PM - MARKET - 3 VOLS	3:45 - 7:15 PM - GREETER - 2 VOLS	10:45 AM - 2:15 PM - MARKET - 3 VOLS
	3:45 - 7:15 PM - MARKET - 3 VOLS	

Volunteer Opportunity Descriptions:

Hybrid – Regular and Shift-Based Positions – Please sign up for these opportunities on Sign-Up Genius (if not a regular) through this link: https://www.signupgenius.com/go/30E0C4FA8AC2AA4FA7-food

- Stocker Volunteers
  - This role is great for people that love being active and seeing transformative results in just a couple hours. Stocker Volunteers load up and organize our market shelves with such delights as fresh produce, frozen meat, and pantry goodies. They have an eye for quality and date checking, and don't mind pitching in to break down boxes and clear away trash and compost. They are crucial in ensuring we have a variety of great items each day for our neighbors. Stocker Volunteers are spaced out at least 6 feet throughout our market and warehouse spaces to ensure a healthy environment. Come find out if it's your match! Please note that stocking does involve some lifting, reaching, bending, and standing for long periods of time. For each shift, we are looking for two people who can lift up to 40 pounds. These volunteers will be led by Devin, Food Systems Coordinator.
- Greeter Volunteers
  - This is a great role for volunteers who enjoy interacting with neighbors. These volunteers will greet neighbors and give them information sheets on the curbside process and intake paperwork. Once neighbors are done filling out forms, they will pick up the forms and bring them to the Scheduler Volunteer at the front desk. Once the neighbor's order is complete, the greeter will deliver the cart of groceries to their car. Volunteers should be comfortable with maneuvering carts and answering questions. This role will alternate between indoor and outdoor time as needed, so please dress for the weather. These volunteers will be led by Emily, Market Coordinator.

- Market Volunteers
  - In this role, volunteers will shop the market to complete the order forms filled out by neighbors. They will log the weights of each shopping cart and restock items if needed during their shift. They should be comfortable with lifting and filling orders quickly. Each cart will be sanitized after it comes back indoors. Volunteers will always be spaced 6 feet apart and the number of people in the market at any given time will be limited to ensure safety. These volunteers will be led by Emily, Market Coordinator.

- **Regular Positions – These volunteers work a weekly or bi-weekly schedule**
  - Scheduler Volunteers
    - In this role, the volunteer will be knowledgeable about Shelf Saver (scheduling appointments, logging data, entering new clients). Volunteers will need a background check due to access to confidential information in the Shelf Saver system. They should be comfortable working in a fast-paced environment and feel comfortable problem solving. They will be stationed at the front desk and their workstation will have plexiglass up for maintaining best health and safety practices during COVID-19. The side entrance will be used frequently by other volunteers so may need to dress in layers. May also need to assist fulfilling shopping orders as needed. Flexibility in this role is key. These volunteers will be led by Marie, Program Manager.
  - Warehouse Volunteers
    - Enjoy organization and can lift up to 40 pounds? Our warehouse crew unloads food from delivery trucks and moves it onto our warehouse shelves, refrigerators, and freezers. They help ensure shoppers have access to milk, meat, vegetables, soups, rice, and much more! These volunteers will be led by Devin, Food Systems Coordinator.
  - Food Rescue Drivers
    - Every week we count on volunteers to pick up food from local grocery stores that is no longer grocery store perfect but still in good shape. This is a huge part of the fresh fruits and vegetables we offer. For this role, you will need a valid driver's license, current car insurance and a background check. These volunteers will be led by Devin, Food Systems Coordinator.
  - KidPack Drivers
    - Be a part of getting healthy food to the elementary students in the White Bear Area Schools. These drivers deliver KidPacks to select schools each week during the school year. For this role, you will need a valid driver's license, current car insurance and a background check. These volunteers will be led by our Mobile Market Coordinator.

Before each volunteer shift, please review the Volunteering During COVID-19 Agreement and please don't come to volunteer at the Food Shelf if you are ill or experiencing any symptoms of the flu or COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

More information can be found at: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

What should you do upon arrival at the Food Shelf?

- Please park on the street east of our entrance or beyond the gate in our parking lot (by the WBAFS truck).
- Since shifts run back-to-back, we ask volunteers to come **no more than 5 minutes early** to their shift so we can minimize the people in the building at one time.
- Volunteers will:
    - Enter through front door (ring doorbell if locked)
    - Wash hands at restroom sink
- Clock-in at the Market scale computer
- Place any personal items in the break room

Mask Wearing Guidelines: Following the guidance from the CDC and the State of Minnesota, the White Bear Area Food Shelf (WBAFS) will no longer require face masks in our building or grounds for vaccinated individuals starting June 21. As part of this guidance, **unvaccinated individuals are asked to continue to wear masks and follow social distance guidelines.** The WBAFS will not be asking or monitoring the vaccination status of volunteers, staff, or neighbors. People who wish to wear a mask are welcome to do so.

Hand Washing Guidelines: Volunteers will wash their hands upon arriving at the food shelf. Washing your hands is one of the most effective ways to prevent the spread of germs. Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

Hands should be washed after eating or drinking and after touching your face, facemask or personal items. If soap and water are not readily available, use an alcohol-based hand sanitizer.

Social Distancing Guidelines:

- If unvaccinated, volunteers will follow CDC Guidance for Unvaccinated People
- A **maximum number of three people** may be present in the break room at one time

If I able unable to make a volunteer shift, how do I cancel?

- Volunteers are crucial to our operations so please let us know if you will not be able to attend a volunteer shift. When possible, please give us ample notice (2 or more days) if you are unable to make it and email or call your area lead (Emily, Marie or Devin). For shift-based roles, you can delete your shift through the link provided in the confirmation or reminder emails from Sign-Up Genius.

Am I able to come late or leave early from my volunteer shift?

- We prefer that you stay for the entire shift but understand that things come up. We ask that you let your staff lead know if you will be late or need to leave early.

Thank you for your commitment to our community through a healthy and safe volunteer experience! We appreciate your support!