



GUNNISON COUNTRY

Food Pantry

— La Despensa de Alimentos —

VOLUNTEER HANDBOOK

September, 2023

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Welcome!

Welcome to Gunnison Country Food Pantry, we are so glad that you would like to volunteer with us. We genuinely believe that we have the best volunteers in the County. We take pride in the work we do and would not be able to operate without volunteers like you.



Board of Directors

Officers

Steve Secofsky, President

Katie Dix, Vice President

Benita Bellamy, Secretary

Ken Henry, Treasurer

Directors

Matt Aronson

Laura Osborne

Kathy Weber-Alt

Sonja Chavez

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Non-voting Members

Jodi Payne Executive Director

Angie Krueger Pantry Manager

Staff

Jodi Payne: Executive Director

Angie Krueger: Pantry Manager

Amy Weaver: Operations Coordinator

Sam Shelafo: Data and Systems Coordinator



About this handbook & Our commitment to you

This handbook summarizes Gunnison Country Food Pantry's best practices. Our volunteers are expected to uphold the information as described in this guide. If you need further clarification or information, please reach out directly to the Pantry manager. Nothing in this guide creates a contractual relationship between you (the volunteer) and Gunnison Country Food Pantry,

Our commitment to you is to provide a safe, enriched, valuable, fun, and connected experience where the community comes together for the common goal of providing food assistance to those in need.

Gunnison Country Food Pantry

Mission & Values

Mission

To serve those in need by providing food assistance in a kind confidential and supportive environment.

Values

We recognize that asking for temporary help is difficult and that those in need may be a neighbor or friend.

About Gunnison Country Food Pantry



The Food Stamp Program became a permanent feature of America's social welfare efforts in the early 1960s during the War on Poverty. In 1962, Gunnison County's Department of Health and Human Services (DHHS) Director Anne Steinbeck recognized that people waiting for Food Stamps needed immediate food assistance. She began keeping peanut butter and bread under her desk to offer food stamp applicants during the ten-day waiting period for approval. From a desk to a closet to the basement of the Gunnison County Courthouse, the food pantry expanded to serve needy citizens of Gunnison County.

After more than 40 years, DHHS could no longer invest the workforce and finances to run the facility, Ruthie and Carl Long took over operations and officially formed Gunnison Country Food Pantry as a 501(c)(3) non-profit organization on April 18, 2006. The Pantry was relocated to the basement of Webster Hall at Community Church. When that location was no longer available, the Pantry moved to its current location at 321-C N. Main Street in Gunnison about 2010.

The need continues. Colorado ranks 45th in the nation for getting food stamps to the needy. **Colorado still ranks 45th nationally for program access**, with more than 350,000 Coloradans who may be eligible for food stamps without needed assistance (based on Census income estimates). Source: 2017 Food Stamp Impact Reports, Hunger Free Colorado

When the Federal Government Shutdown in January 2019, the Gunnison County Department of Health and Human Services estimated 120 federal employees and 520 families receiving public assistance would be affected. Their first resource would be Gunnison Country Food Pantry.

Again in 2020 Gunnison Country Food Pantry was called to action when the global pandemic hit hard. The community was living in fear. Out of work and confused by the world's affairs Gunnison Country Food Pantry kept our doors open knowing that our community would need the security of being able to feed their family so that people could be free to breathe a little easier with other life issues. We added two additional days at this time to distribute food bundles to those who were sick or could not get to the Pantry to pick up food.

Gunnison Country Food Pantry Volunteer Experience

When you volunteer with Gunnison Country Food Pantry, you are making a real difference in your community. You are showing that you care that your neighbors receive the food they need to feed their families, their co-workers, and their grandparents. You are giving those in need the greatest gift—your time! The volunteers we have at Gunnison Country Food Pantry are more than volunteers, we are family!

Volunteer Opportunities

Each of the following opportunities are offered several times a week. Please let us know what days and times work best for you. Please look at the descriptions of each job as well so we can place you where you would most like to be.

Each shift will range between 3-4 hours and will involve a variety of tasks.

Equal Opportunity

Gunnison Country Food Pantry does not discriminate against any volunteer or guest because of age, race, color, creed, religion, sex, sexual orientation, disability, or national origin.



Morning Pick up crew.

Come help us recover food from our local vendors.: Safeway, City Market, Walmart, and Gunnison Vitamin. You will be partnered with another volunteer to do this task. Please know that there may be some heavy lifting involved.

Monday 8:30am-10:00am

Tuesday 8:30-10:00am

Wednesday 8:30-10:00am

Friday 8:30-10:00am.

Morning Prep

Join a fun crew in the morning sorting and organizing food to prepare for guests to come in and shop in the afternoons.

Monday 8:45-11:00am Wednesday 8:45-11:00am

Thursday 8:00-10:00am

Distribution

Distribution volunteers will serve the public during open hours, when community members are invited to come in and shop our choice Pantry. This time is broken up into a few tasks: Volunteer guide, Front Window sign in, and door greeter.

Monday 12:45-4:15 pm Wednesday 12:45-4:15pm Wednesday 4:00-7:15pm

Thursday 10am-2pm (Adults 60+).

Thursday is a great opportunity for other adults 60+ in the community.

Bundle Packing

There are two days that we dedicate to those recipients that face barriers preventing them from getting to the Pantry to shop during our open distribution times. On these days we pack food for them and deliver it to their home.

Tuesday 9-11:00am Friday 9-11:00am

Delivery Drivers

Volunteer drivers deliver food to those in need that cannot otherwise get to Pantry to shop on their own. The deliveries are within the city limits of Gunnison.

Tuesday 10:30-11:30 am or Friday 10:30-11:30am

Stocker

Join the fun and help stock the Pantry for the following week, this does require some heavy lifting.

Friday 2-4pm

Snack Packers

Snack packing can be done around a volunteer's schedule. It is typically done when no one else is at the Pantry. Snack bags are packed to distribute to our recipients that have children in the household, each bag consists of 26 individual snacks, One for each day at school.

Schedule is flexible and determined between volunteer and Pantry manager.

Additional volunteer opportunities

Mini Pantry

We have established Mini-Pantries at all the schools in the County, A volunteer ambassador would follow direction from staff and assist with shopping for and deliver food 2 times a month to various school locations. Some driving is involved as well as some minimal lifting.

Mobile Pantry

Beginning late May or early June and running through late November, we offer a fresh mobile Pantry for neighborhoods in need. Volunteers are partnered together with our Mobile Pantry Lead to drive and park in predetermined neighborhoods around Gunnison offering food to those in need.

Saturday 9:45am-12:00pm



Snack Delivery to Gunnison Community Schools

Volunteer will assist with sorting and counting snacks for Gunnison Community School, Gunnison High School, and Lake School. Snacks are delivered the first Friday of the month. Time can be flexible and determined by the volunteer's schedule. Snacks for Crested Butte Community School can be sorted and counted in preparation for pick up.

First Friday of the month before 3 pm

Recycling/Crate Return

Volunteers can expect to collect cardboard, crates and bread trays. Cardboard recycling in the large tote is taken to the recycling center. Look around to see if black Lucerne crates and blue bins can be returned to Safeway and City Market. Bread Trays are collected and returned to Storage Brother's self-storage. Inspect the metal shelves outside and organize boxes. The outside of the Pantry should look neat and organized when finished. This task may be done Saturday/Sunday on a flexible schedule.

Saturday or Sunday on volunteer's schedule





Truck Day

Once each month, on the first Wednesday Gunnison Country Food Pantry has a semi-truck delivering food from Care and Share of Southern Colorado. Volunteers should expect to be lifting cases of food, stocking and organizing food in the Pantry. Pizza Party to follow.

First Wednesday 10am-12pm



Youth Volunteers

At Gunnison Country Food Pantry we encourage and welcome youth volunteers. Youth volunteers starting at age 12 may be dropped off without a parent/guardian if we have contact information to notify the family in case of emergency or when they are done with their shift. Youth volunteer shifts are typically shorter in length, about 1-2 hrs. Youth are also encouraged to volunteer with us through community groups like church or school.

Youth under the age of 12 will need an adult to accompany them. Tasks and time spent vary depending on the age of the volunteer but usually are limited to 1-2 hours. Parents may even bring children as young as 3 to help sort veggies or place cans on a shelf. We believe you are never too young to begin to understand the value of helping our community.

We welcome middle school and high school students to complete their volunteer service hours with GCFP. It is their responsibility to plan and schedule their volunteer time well in advance with the Pantry Manager. We will do our best to schedule everyone. However, registration is on a first, come, first serve basis and if we are full, we will not be able to honor your request.

Short Notice Volunteers

Do you have a flexible schedule, live close by, are retired or work from home? If so, we would love to add you as a short notice volunteer. We understand that not everyone fits well into this category.

In most cases, this volunteer must have the capability to work on a same day basis. Occasionally this might mean same week. If you are available on short notice and have the capability to volunteer, please let the Pantry Manager know so we can add your name and contact information to our list.

Delivery Drivers

On Tuesday and Friday Gunnison Country Food Pantry packs food bundles for guests facing a barrier preventing them from shopping at the Pantry during regular business hours. Drivers are needed to deliver food bundles on these days.

Alternative Services

Gunnison Country Food Pantry accepts inquiries from community members that are court ordered to serve volunteer hours. We will only accept misdemeanor offenses and

determination is on a case-by-case basis. Each person wishing to volunteer with GCFP must have their court paperwork sent to the Pantry Manager via email before scheduling. The volunteer is responsible for reaching out and contacting the Pantry Manager for a phone interview. GCFP may reserve the right to deny an application.

Alternative services volunteers are responsible for keeping track of all their own hours in order to fulfill their requirements.

Any community member volunteering with Gunnison Country Food Pantry through Alternate Services reserves the right to privacy. Only the Pantry Manager will know of the circumstances unless the volunteer wishes to disclose the details of their situation to others. Otherwise, they come to us as a regular volunteer serving our community.

Volunteer Expectations

Gunnison Country Food Pantry is proud that you are here to assist us in serving our community. Fun fact: Did you know that Gunnison County is the 3rd largest county in Colorado? We are serving a large number of people struggling with food security.

Our volunteers encompass unique groups of people that include individuals, families, adults 60+, religious organizations, corporate groups, school groups, scout troops, college students and many more who come to help feed our neighbors in need.

At GCFP we value all volunteers and their dedicated time therefore we set a high standard of expectations for all volunteers within our organization.

RESPECT

- Be Respectful and Professional to everyone in our path. Volunteers are expected to treat recipients, staff, and other volunteers with respect at all times. Approach guests' needs with compassion, sensitivity and without judgement.
- Act in accordance with GCFP core values: Trust, Respect, and Responsibility.

COMMUNICATION

- Practice good communication skills. Any operational issues should be communicated to the Pantry Manager promptly.
- First point of communication is always the Pantry Manager.

PROFESSIONALISM

- Maintain professional, civil, and ethical conduct in all aspects of work with other volunteers, guests, and staff.
- Be good representatives of GCFP and our message while volunteering.

ACCOUNTABILITY

- Be aware that your actions, words, and behavior affect others around you.

FELXABILITY

- GCFP strives to provide consistency daily in accordance with our practices, procedures, and policies. We do recognize, however, from time-to-time changes may need to be made in order to offer the best experience to both volunteer and guests.
- We ask all volunteers to have patience, flexibility, and confidence when changes need to be implemented during operations.
- Changes pertaining to volunteers and operations are done with much thought and consideration in order to help GCFP grow in the most successful direction.

TRUST

- Gunnison Country Food Pantry trusts that each volunteer has the best interest of GCFP at heart.
- Volunteers at GCFP operate as a cohesive unit in order to share our vision.
- GCFP encourages trust between all parties!
(Board of Directors, Staff, and Volunteers alike.)
- Trust that each volunteer is a very special part of Gunnison Country Food Pantry.
- GCFP will communicate all necessary information to volunteers to assure the utmost success.

Work from your heart, stay connected and Have fun

Volunteer Rights

Volunteers have the right to:

- A respectful, safe, organized, and friendly work environment.
- Appreciation of your time.
- A clear description of volunteer tasks.
- Knowledge about the programs and services at Gunnison Country Food Pantry.
- Access to any information that will help volunteers be successful.
- Appreciation and recognition from Gunnison Country Food Pantry.
- Privacy

Volunteer Responsibilities

Wearing proper clothing

- Volunteers should plan to be dressed appropriately for daily activities. Be prepared for extreme weather conditions. Some work may take place outside.
- Volunteers' clothing may get dirty. Dress with this in mind.
- Closed toe shoes should be worn while operating the pallet jack.

Tracking Volunteer Hours

- Schedule a volunteer orientation shift prior to your first shift as a volunteer. This will be led by the Pantry Manager or a Lead volunteer. During this time, you will be given additional instructions and information on the area you choose to work.
- At the beginning and end of each shift volunteers are responsible to find their name on the volunteer schedule and sign in with the time of arrival and departure.
- Volunteers should plan to notate if they are available the next week/month.
- If there are days, the volunteer needs to be away they can plan to write that on the schedule.
- Reporting your hours accurately is very important to GCFP.

Training and Evaluation

- Volunteers are responsible to participate in training 2 times each year. Trainings will be offered several days in a row to accommodate for many schedules.
- All volunteers are required to participate in the training prior to their next scheduled shift.
- Several times a year, volunteers are chosen to meet one on one with the Pantry Manger for an evaluation. Evaluations will give volunteers a special opportunity to speak openly with the Pantry Manager about concerns, questions, suggestions and to rate their volunteer experience.

Safety

- Volunteers are responsible for their own safety and wellbeing.
- Wash hands before and after shifts.
- Follow proper bending and lifting guidelines. Bend at the knees when lifting heavy items. Dollies, carts, and a pallet machine are available to make moving items easier. If something is too heavy to move, please notify the Pantry Manager.
- Follow ALL safety guidelines as directed by Gunnison Country Food Pantry.
- All accidents and injuries MUST be reported to the Pantry Manager immediately.
- Please report any actual or potential safety hazards you see immediately to the Pantry Manager immediately.
- In case of an emergency with a volunteer, you can find emergency contacts for each volunteer in the volunteer binder in the office. Names are alphabetized by first name.

Facility

- We need volunteers help keep the Pantry clean. It's our responsibility to take care of our new facility.
- If you see a mess, please clean it up right away. Especially if it poses a danger to volunteers or guests.
- Monitor refrigerators and freezers inside for spills. Wipe clean if needed.
- Separate recycling.
- Organize boxes for distribution and bundle packing.

Other responsibilities

- Come ready to your shift with enthusiasm and willingness to interact with others.
- Don't be afraid to ask Questions.
- Concerns and suggestions should be discussed directly with the Pantry Manager.
- Assist other volunteers in keeping the Pantry space organized and clean.
- Help create a warm, friendly, and safe environment for volunteers, guests, and staff.
- Take direction and feedback from the Pantry Manager.
- Feed those in need.
- Work from your heart, stay connected and Have fun!

As a volunteer part of your responsibility is to uphold the standards of Gunnison Country Food Pantry as outlined in this guide and as discussed during your time with us.

Food



Where does GCFP get their food?

Gunnison Country Food Pantry receives amazing food donations from several sources. Some of our local vendors are a part of the Feeding America Program.

- City Market
- Safeway
- Walmart
- Gunnison Vitamin

Care and Share of Southern Colorado: Provides TEFAP and Agency Express foods monthly.

GCFP also plans a budget to purchase foods that are a necessity to the households we serve. The following are examples of those foods we purchase to help strengthen our community donations.

- | | |
|-----------------|--------------------------|
| ~Pasta | ~Fresh Produce |
| ~Rice/Grains | ~ Dried and Canned Beans |
| ~Bread | ~ Soup |
| ~ Peanut Butter | ~ Canned Meats |

Food safety guidelines

Inspect, Sort and Distribute

- Check the packaging that the product is delivered. All products are good beyond the date in some aspect. Please see the expiration guide for more detail.
- Please clean products as needed if dirty or dusty.
- Products with torn labels are accepted. If a product has a torn label but it's clear what the product is and the label cannot be taped back to the can, please label the contents neatly with a black sharpie. Be sure to include the date you labeled the product. You can always tape a torn or falling off label back to the product. All food products must be labeled.
- If a bag has come to the Pantry opened, more than likely it has popped coming over the pass. Simply fold the top or bottom over and tape it securely before putting it on the shelf for distribution.
- Any product that comes to the Pantry and contains mold, discoloration, or curdling must be pulled aside and discarded to animals.
- Produce is looked over for freshness. If you would not eat it, chances are no one else will either. If it's rotten, moldy, brown, or wilted place it in the bin for animals.





When should I discard Food? Food Recovery.

When an item is deemed *truly* expired according to our expiration guidelines as posted in the Pantry or visible signs of spoilage have occurred, please reference this guide as much as needed.

- **Nonperishable food items (Canned Food, Condiments, and Shelf Stable liquids)**
The food product is pulled promptly and separated from food that will go into distribution for guests and offered to volunteers ONLY. If volunteers do not wish to take the product, then the food is opened and the contents of the can, bottle or carton are emptied into a designated container for animal pick up.

Cans that are dented beyond the depth of your thumb, on the seal of the can, appear to be leaking or have rust must be separated and placed with expired food. These food products WILL NOT be offered to volunteer as they are considered contaminated.

Separate plastic and glass jars or containers where the safety seal has been removed. If the product has unopened tab under the cap, it can be offered to Volunteers. If the product has been opened, dispose of the product in the proper animal bin.

- **Perishable Items (Milk/Dairy, Hummus, Refrigerated Dressings, yogurt and produce)**

Milk is pulled 7 days past the stamped date on the carton. Yogurt is good 30 days past the stamped date. These items are pulled promptly and separated from food that will go into distribution for guests. DO NOT offer these products any further to Volunteers. These food products are opened and emptied into a designated container for animal pick up. See the expiration guide for further explanation on specific items.

Produce that doesn't pass inspection is discarded in the animal bin.

- **Bread Items**

Expiration dates for the bread are not as important as the inspection process. Bread is checked daily. If packages are opened, crusty, smashed, or moldy packages are pulled and placed in a bin for animals.

- **Boxed food items**

If the box is opened but the inside contents are sealed, the box may be taped and placed out for distribution. If any part of the product is opened, set it aside for Volunteers. If volunteers do not want the product discard it in the animal bin.

Serving the Public

Gunnison Country Food Pantry Programs

Gunnison Country Food Pantry distributes food with 4 different programs.

1. Distribution

- Community members are invited to come in and shop a choice Pantry on Monday, Wednesday, and Thursday. Guests may choose food items that will be utilized within their household. This style of shopping is designed to help minimize food waste and help improve guests' dignity. A daily plan is organized each day to determine what choices are offered and in what quantities we can offer food to guests.

2. Food for children

Food for children is distributed to children in need. This program is divided into several smaller programs.

- **Healthy Snacks**- GCFP donates snacks to Lake School (preschool/kindergarten), Gunnison Community School, Gunnison High School, and Crested Butte Community School. The donated snacks are given to children that cannot afford to bring a snack to school. Teachers can distribute these snacks as needed.
- **Gunni-Packs**- Gunni Packs are weekend meals for children. Bags are packed with easy to prepare meals from Friday-Sunday.
- **Mini-Pantries**- Mini Pantries are a choice style pantry located in all schools in Gunnison and Crested Butte. Children can choose food to bring home for the weekend or choose food to heat and eat on the spot.

3. Food for adults 60+

- **Thursday distribution** is reserved for adults 60+. This is a regular distribution and a social hour for seniors. Sometime this is the only time that our guests of this age get out and about in the community.
- **CSFP** is program exclusively for adults 60+. Guests need to qualify for this program separately from regular distribution.

4. **Food on the Move**

- **Mobile Market** provides fresh food items on Saturdays from June- November. Neighborhoods are predetermined according to need.
- **Emergency Boxes** can be found at 32 locations across the county. Emergency Boxes are packed for families and for individuals. Each box contains ready to eat foods -or- foods that can be prepared with minimal cooking.
- **Mini Pantry for Vail Employees** Similar to Mini Pantries on school campuses, these small pantries are utilized by employees. Choice food can be taken on the spot or home for the weekend.
- **Sample Bags**-Small cloth bags filled with 4-6 food items. Bags are given out at the College during events or at Vail resort during the shoulder season. Pantry information is included in each bag.
- **Snacks for Rodeo members**- During the summer when Gunnison hosts Cattleman's Days, GCFP provides snacks for the rodeo contestants. Contestants often travel from town to town in hopes to win their event. If they don't win, then they do not get paid. It's nice for them to have something small to eat while driving to the next location,



Household determination/Eligibility

All first-time guests will need to complete a GCFP application. Volunteers will assist guests in this process. At GCFP household size is determined in the following ways. Please ask each guest the following questions to determine their household size and income eligibility.

- 1) Does the guest in question prepare meals with others in the same household 100% of the time?
- 2) Does the guest shop with others in the same household 100% of the time?
- 3) Does the guest in question eat with others in the household 100% of the time?

If the answer is NO to the above questions, then the guest will be considered a single household and the others may complete their own applications to receive food assistance.

A volunteer can help a new guest understand our income eligibility guidelines. Income is self-declared by the guest. There is a quick reference guide hanging in the office to help volunteers. No proof of income is needed. If a guest has qualified for a public assistance program, they automatically qualified to receive food assistance form GCFP.

Confidentially Policy

We agree that we will not at any time discuss the names, addresses or identifying information about any clients who seek or use the food services provided by Gunnison Country Food Pantry. We also agree that if we choose to no longer be a volunteer or we are asked to resign that we will respect the clients' privacy by not discussing any information learned during our volunteer times with Gunnison Country Food Pantry, We agree that if we have any concerns, or disagreements with any of our non-volunteers, or with Pantry operations that we will immediately bring the matter to the Gunnison Country Food Pantry Manager or Director for discussion and resolution.

Releasing a Volunteer

GCFP will make all sincere attempts to maintain a harmonious environment, redirect or correct the volunteer prior to dismissal. This may include warnings, discussions, and reassignment of tasks.

Volunteers who do not follow the practices and policies set forth by Gunnison Country Food Pantry within this guide or who fail to satisfactorily perform their volunteer duties may be subject to dismissal. This may include but are not limited to gross misconduct, insubordination, being under the influence of drugs or alcohol, theft, misuse of GCFP property, or 3 “no shows” without communication to Pantry Manager.

Our hope is that after a discussion, the behavior will improve. However, if after these actions have been implemented and the situation does not improve, the Pantry Manager and Executive Director reserve the right to dismiss the volunteer.

Drugs and Alcohol

Illegal drugs:

The use, sale, disposing, possession, or manufacture of illegal drugs at GCFP or while engaged in GCFP activities or explicitly representing Gunnison Country Food Pantry in any manor is strictly prohibited and will result in immediate dismissal. This applies to, but is not limited to, vaping and possession of drug paraphernalia. Use of, sale of, or purchase of recreational or prescription drugs that are not your own, on GCFP property will result in immediate dismissal.

Alcohol:

Consumption of alcohol is NOT permitted on Gunnison Country Food Pantry property. If you are suspected of being intoxicated while performing volunteer duties, you will be asked to call for a ride home and may be permanently dismissed.

Smoking:

Per the United States Health Department, all smoking must be 25 feet away from the entrances to the building. Cigarette butts must be completely extinguished and put in the garbage. Use of e-cigarettes is not permitted in the building.



Hours of Operation and Holiday closures

Gunnison Country Food Pantry is open daily with 3 days of distribution to the public and 2 days of food delivery. During the summer we operate on an additional day for the Mobile Market.

- Monday 1pm-4pm: Regular distribution
- Tuesday 9am-11am: Bundle Packing
- Wednesday 1pm-7pm: Regular distribution/Spanish speaking hours
- Thursday 10am-2pm: Adults 60+
- Friday: 9am-11am: Bundle Packing
- Saturday: 10am-12pm: Mobile Market

Holiday Closures

Gunnison Country Food Pantry recognizes that you work very hard as a volunteer and should enjoy some time off with your families so please plan for the Pantry to be closed for the following holidays: On occasion if a holiday falls on the weekend we will observe the holiday either the Friday before or the Monday after. GCFP will notify volunteers before this happens.

JANUARY: New Year's Eve, New Year's Day

MAY: Memorial Day

JULY: 4th of July

SEPTEMBER: Labor Day

NOVEMBER: Thanksgiving Day

DECEMBER: Christmas Eve, and Christmas day

Health and Safety



Sickness

Tell the Pantry Manager if you are showing flu-like/cold symptoms or have tested positive for COVID. You will be advised by the Pantry Manager of the actions to take. If you can give 24 hr notice, please do so.

**If you are feeling sick COVID or not please stay home until symptoms subside.

If you test positive for COVID

Remain at home until you are recovered which is defined as having no fever without the use of fever-reducing medications for 72 hours and improvement in respiratory symptoms. Any symptoms should diminish before you return.

Carry on unless advised otherwise.



- A first aid kit is located on the wall in the restroom. If you are badly injured or experience a fall on Pantry property, please notify the Pantry manager immediately.
- In case of fire, there are fire extinguishers on site.
- In case of an emergency with a volunteer, you can find emergency contacts for each volunteer in the volunteer binder in the office. Names are alphabetized by first name.
- If a medical emergency occurs, please seek medical assistance immediately. If a situation becomes dangerous and law enforcement assistance is needed, please contact local police.

Box Cutter Safety

Check the Blade

Before using a box cutter or industrial knife, you'll need to check the blade for damage, dullness, or rusting. To practice safe box cutting procedures, only use sharp, unrusted, and undamaged blades. They will provide the smoothest cutting experience.

Shorten and Lock the Blade

When using retractable safety box cutters, only expose the amount of the blade to make the cut in your material. If the blade is too long, you risk damaging or breaking it when putting force on the handle. A long blade can also damage merchandise inside the box you're opening. Once the desired blade length is exposed for comfortable handling, activate the lock on the handles to keep it from shifting while in use.

Angle Blade Away from Your Body

Be sure to point the blade outwards and away from your body when cutting materials in your workspace. If the box cutter slips, it's essential that the blade is not coming directly towards you with the momentum. A safety blade should be able to drop to the ground in front of you or beside you if it falls out of your hand with the sharp edge pointing down and out.



Keep Fingers Away from Blade

Using your non-dominant hand, hold the box or material steady, keeping your fingers far away from the blade's sharp edge. Maintain a firm grip on the handle of the utility knife as you cut downwards. Never position your hand directly below the knife or in its trajectory.

Use Firm Pressure

Puncture the material with firm pressure and maintain this pressure as you cut down and away from your body. Changing the pressure while cutting may keep the material from being punctured all the way through or cause cut lines to become uneven.



Flip the Box at the Halfway Point

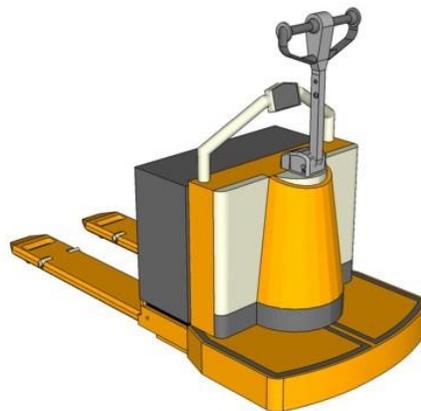
As you cut from the top of the box, you'll want to pause as you reach the midway point of the material. This is to keep the blade from coming into close contact with your body. Instead of completing the cut, flip the box around and start at the top once again until you reach the top of your previous cut. If the box is too heavy to flip, walk around the box and begin from the other side.

Retract and Holster Blade

Once the box is broken down, return the blade to its hidden and locked position or place it inside its safety holster if available. Place the blade back into storage.

Electric Pallet Jack

Volunteers must receive training to use the electric pallet jack from Pantry Manager or another experienced person designated by Pantry Manager. A signed copy of the training materials showing that the training was provided will be placed in the volunteer's file.



BEST PRACTICES

Parking

Volunteers will not have reserved parking, so please park where it is convenient for you to enter and exit the building. Parking closest to the building should be reserved for guests that are shopping during open business hours. Gunnison Country Food Pantry does not assume any liability for loss or damage your car may sustain while parked in the parking lot. Volunteers are asked to secure their cars and their belongings. Volunteers will be asked to park in a designated area to leave room for shopping guests' vehicles.

Attendance

Gunnison Country Food Pantry is successful at providing food assistance to those in need because of volunteers like you. You are the backbone of our programs, and you serve a vital role in our organization ensuring the success of our programs.

We also recognize that life has a way of being unpredictable. Although we are very flexible, we ask that you notify the Pantry Manager if you are not able to make your regularly scheduled shift, 24-48 hours prior if possible, so we may have enough time to get your shift filled by another volunteer.

In cases of true emergencies please plan to talk with the Pantry Manager as soon as you feel able to do so.

“No-Shows”

It's no secret that GCFP volunteers are a very dedicated, hardworking group. The absence of even one volunteer can cause a heavy load of work to fall on others. In extreme cases, the Pantry will close due to lack of volunteers leaving those in need without food for the day. Therefore, if a volunteer does not show up for a scheduled shift 3 times, and has not communicated to the Pantry Manager, we reserve the right to ask you not to return.

Extended Leaves of absence and vacation

Gunnison Country Food Pantry volunteers put a lot of time and effort and value into this organization. We recognize that from time-to-time volunteers may need the flexibility to schedule family time, vacations, or extended periods of time off. If you will be leaving for an extended amount of time or are taking your dream vacation, please let the Pantry Manager know the dates and times you will be gone and when you will be returning. Remember, you will be missed greatly!

Harassment Policy

Harassment is defined as: Unwanted conduct that has the purpose or effect of violating people's dignity or creating an intimidating, hostile or offensive environment.

Gunnison Country Food Pantry is committed to providing a safe, healthy and productive environment for all volunteers. Harassment and bullying is not only incompatible with GCFP's values, but the impact if managed poorly is damaging for the reputation of the organization.

GCFP acknowledges that it can be a difficult decision for volunteers to report a concern of harassment. A volunteer may also feel unsure about whether the behavior they are experiencing amounts to harassment. Gunnison Country Food Pantry encourages the reporting of all incidents in question.

Volunteer Agreement

Please check each box below before signing.

- I have received a copy of Gunnison Country Food Pantry's volunteer handbook.
- I agree to read the handbook and address any questions, concerns or suggestions directly with the Pantry Manager.
- I understand that for future reference a copy of the handbook will be located on the desk in the volunteer area by the back door.
- I agree to follow present and future GCFP policies and understand that they may change at the discretion of the Carson Valley Community Food Closet.
- I understand that volunteering at Gunnison Country Food Pantry is an at will organization and can be terminated by Gunnison Country Food Pantry, Pantry Manager, Executive Director, or any of the above.

Volunteer Signature _____ Date _____

Volunteer Name (Printed) _____

Terminology

In kind donations: Donations most likely food that are often made by community members. In kind donations may also be a donation of time and/or services free of charge.

TEFAP: The Emergency Food Assistance Program. Food delivered by Care and Share of Southern Colorado.

Distribution: Open business hours when the community is welcomed to come to the Pantry and shop.

Proxy: The authority to represent someone else when they do not have the ability to represent themselves. For example, a community member can represent a guest during shopping hours.

CSFP: (AKA Every Day Eats) Commodity Supplemental Food Program. This program is for adults 60+ only.

Adults 60+: Correct terminology used to describe senior citizens.

Care and Share: Food bank in Southern Colorado that provides TEFAP food to all the pantries in Southern Colorado.

Pop up Pantry: A temporary Pantry that is set up in a specific location to serve a specific population.

Contact information.

Pantry Manager

Angie Krueger

pantrymanager@gunnisoncountryfoodpantry.org

970-901-2228

Thank you

