



## OKANAGAN GLEANERS

### Volunteer Guidelines

WELCOME to Okanagan Gleaners. Thank you for your desire to help prepare food for the hungry. In order to promote safety and ensure all have an enjoyable experience, we ask that you follow these guidelines and come with a Servant Heart, as you build memories and friendships, while serving God.

#### GENERAL:

- Treat all Volunteers and Staff with respect. Bullying, disruptive or divisive behaviour or conversation will not be tolerated.
- Each volunteer must sign in daily - registration book located in lunchroom
- Work hours are Mon - Friday 8:30 - noon, unless Staff instructs otherwise.
- "Quiet Time" is 11:00 pm to 6:00 am
- Pets (certified service animals not included) are not allowed anywhere on the Gleaners property, except within RV sites and must be walked off-site.
- Vehicle parking only in a lot off Primrose lane or RV sites (if registered). Speed limit is **20km/hr**.
- Use Facilities at your own risk. We are not responsible for damage or loss to personal property or items.
- Separate your garbage and recyclables and place them in the proper dumpster. A container for pop bottles is by the kitchen entrance.
- Protect grass and table tops from barbeques. Do not leave barbeques unattended.
- No Smoking or Vaping of any substance is allowed on the Gleaners property.

#### SAFETY AND CLEANLINESS:

- Do not engage in any production activity without Staff supervision or instruction to do so.
- Watch for moving vehicles, especially when entering or exiting the main building.
- Use cutting boards and exercise due care in using knives, to prevent injury to yourself or others.
- Ask Staff for instruction before using unfamiliar equipment/tasks, to avoid injury or damage.
- Protect yourself- wear closed toe shoes, gloves if required and appropriate clothing. Tie back or cover long hair. Ear plugs and dust masks are available.
- Always wash your hands before beginning to work and frequently during the shift.
- Aprons must be worn while working with food and removed before leaving the production area.
- Report all injuries immediately to Staff. First aid kits are located in the production area and kitchen.
- There is no paid cleaning staff - each volunteer is responsible to clean up after themselves and may be asked to assist with cleaning common areas, such as bathrooms, showers or lunchroom.

#### SUPERVISION & OTHER:

- Staff is responsible for ALL work assignments and instruction - volunteers may not engage in production activities without Staff instruction or supervision. (unless directed by Staff, volunteers must stay out of the production areas except during work hours).
- Children require adult supervision at all times.
- Please do not disrupt our Staff's focus on production and volunteer safety with Policy or Procedure matters. Grievances, concerns or comments should be made in writing to the Board of Directors. We value your thoughts and ideas and invite you to share them. Please email to [okgsecretary@gmail.com](mailto:okgsecretary@gmail.com) or leave a note in the mail slot in the Hospitality office door. That way they can be given the consideration they deserve.

*Management can and will ask volunteers who do not comply with instruction or guidelines to leave the premises*