**Greensburg Community Bread of Life**

**700 E Randall St**

**812-663-1055/812-662-4887**

Paid Staff: Melissa, Shawn, Kristin & Merrill

The staff and patrons would like to thank you for choosing to give your time and energy to help feed hungry members of our community. There are a few things that every volunteer should know. This first sheet shares those things and the following sheet(s) are more jobs specific.

* Uniform:
* No tank tops
* Closed toe shoes
* Shorts should be to knees
* Apron
* Hairnet, hat, bandana
* Clean, freshly washed hands
* Children under the age of 16 are not allowed without a parent present and Melissa’s okay.
* If you are unable to work, please call as soon as you know. We will need to find a replacement.
* Do not come in sick. Please! If you are sick, please call and let us know ASAP.
* Purses and coats should be placed in Kristin's office or left in car. Do not leave in dining room; patrons will think you left it there for them to take.
* Do not eat while preparing or serving food. If you are feeling weak, let Melissa know and go to designated area to drink or eat.
* Clean as you go. With so many people in the building, it is important to keep the kitchen tidy.
* Dirty aprons-Please tie strings in a bow and place in designated receptacle.

If at any time you have questions or concerns, please feel free to bring them to any of our attention. We are very thankful you are here; and would fall short of our goals daily, without you. Thank you!

**Before you come:**

* Arrive on time. Please call if you cannot make it or are going to be late.
* Be properly dressed, clean clothes

**When you arrive:**

* Place coats, purses in Kristin’s office or leave in locked vehicle.
* Put on apron and hairnet, wash hands with soap and water and put on gloves.
* *If you have cut, dry or cracked hands or are wearing nail polish or fake nails; you must wear gloves.*
* Seek out a staff member to find your job.

**While you are here:**

* Wash hands and change gloves often
* Do not eat food while preparing or serving
* There should be bleach water nearby. If not please make some (1/2 cap of bleach to a bucket of water)
* Maintain cleanliness of area. Clean as you go.
* Keep produce scraps for Farmers
* NEVER place dirty knife in dish water, unless you are immediately washing it
* Keep knives out of main utensil holder
* There is a 2 hour limit on food being away from heat or refrigeration source
* Patrons are not allowed behind counter at any time
* Do not give out extra food

**Before you leave:**

* Clean up your area, unless told otherwise. We may have someone come after you and continue the same task.
* Please sign out. (We use volunteer hours to help with grant writing)
* Let someone know you are leaving
* Check to see when you come back--We would love to have you return!

***Thank-you for your time and hard work! We could not do it without you!!***