

The Community Kitchen Inc. (TCK)
Code of Ethics & Guidelines For Volunteers

CODE OF ETHICS

Respect & Fairness

Be sympathetic and respectful to everyone who steps through our doors. Show friendly interest yet avoid familiarity. Refrain from gossip and controversial subjects.

Dependability & Punctuality

You have accepted the role of Volunteer and have agreed to serve a certain amount of time. TCK, our Guests, other Volunteers and Staff rely on your commitment to show up and be on time. Please call with as much notice as possible to reschedule when there are conflicts.

Accept Supervision

TCK Staff, Line Leaders and some veteran Volunteers have been trained and know what is expected from them. They will guide you through the Volunteer experience. We encourage you to ask if you need any help.

Team Player

Please perform your assigned tasks to the best of your ability and carry your share of the load.

Confidentiality

Many people use TCK to help them get by; please be discreet with those you meet or help at TCK.

FOOD DISTRIBUTION, PREPARATION, SERVING & CLEAN-UP

Food Preparation Monday-Friday, 11:00-3:00pm

Servers expected to arrive at 4:30pm and stay through Clean-up, 7:00 or completed; tasks may vary
Meals served 5:00-6:30

1. You should make every effort to show up, be on time and complete your shift. Should you need to leave/step away from your assigned task/work area, notify Department Supervisor as soon as possible.
2. No heels or open toed shoes are permitted and no tank tops or sleeveless shirts are permitted. Hair must be tied back and a TCK hat should be worn at all times. Health codes & ServSafe rules dictate proper attire when working with food.
3. Check in with Volunteer Coordinator – for safety reasons TCK must know who is in our building.
4. Check in with Chef/Night Supervisor or Department Manager/Supervisor.

5. Sign-In Procedure: On Sign-in Sheet, clearly print full name and group/ organization. Aprons and hats are required at all times when serving or handling food in Hot Meals and Pantry Programs as well as Special Events.

6. Wash hands and put on gloves. Remember, ALWAYS WEAR GLOVES and change them often. Wash hands and put on new gloves after leaving your station/work area, when changing tasks, after touching hair, returning from restroom, break/eating, sneezing/coughing, cell phones, etc. REMEMBER to remove your aprons before using restrooms.

7. Chef/Night Supervisor or Department Manager/Supervisor/Line leader will assign tasks.

8. Please respect and be courteous, polite and friendly to Guests, Volunteers and Staff.

9. Arguing, fighting, abusive/vulgar behavior/language will not be tolerated.

10. When using sharp knives, it is recommended you use cutting gloves. Do NOT leave knives unattended.

11. Please do not eat or drink while in the kitchen, serving line or distribution line. Do so when you go on break.

12. Please place your apron and hat in the laundry hamper in the kitchen at the end of your shift.

13. TCK does not discriminate on the basis of race, religion, national origin, gender, age, sexual orientation, disabilities/chronic illness. Any abuse of this policy will not be tolerated.

I have read the above Volunteer Guidelines & Code of Ethics and understand them. I agree to work within the said Guidelines & Code at all times while working for The Community Kitchen.

Name: _____

Date: _____

Supervisor: _____

Date: _____

GLOVE USE

Gloves must never be used in place of hand washing.

Hands must be washed before putting gloves on and when changing to a new pair.

Gloves should be removed by grasping them at the cuff and peeling them off inside out over the fingers while avoiding contact with the palm and fingers.

Food handlers should change their gloves:

- As soon as they become soiled or torn.
- After touching any body part – or your hair/glasses/cell phone/water bottle/travel mug ... anything other than food!
- Before beginning a different task.
- At least every four hours during continual use, and more often when necessary.
- After handling raw meat and before handling cooked or ready-to-eat food.

Staff/Volunteer (Please print)

Date

Supervisor

Date

Staff/Volunteer Signature

Date

TCK Volunteer Registration & Release Form

Welcome to The Community Kitchen (TCK)

Name: _____ Date of Birth: _____

Address: _____ Home Phone: _____

Work Phone: _____

Group Affiliation: _____ Cell Phone: _____

Organization: _____ Email address: _____

Emergency Contact: _____ Phone: _____

Physician: _____ Phone: _____

Any allergies? _____

Any physical restrictions? _____

Do you have a valid driver's license? Yes / No (circle one)

Is this agency community service? Yes / No (circle one) Agency Name? _____

Number of agency CS hours _____ to be completed by date _____

Is this Court Ordered Community Service (CS)? Yes / No (circle one)

Number of Court Ordered CS hours _____ to be completed by date _____

TCK's Community Service Policy is to allow 30 hours per individual. * Note: Inform Volunteer Coordinator ONE WEEK PRIOR for your total hours letter; letters are not available at night or weekends

Are you a felon? Yes _____ Registered Offender Against Children? Yes _____

What days are you available: Mon Tues Wed Thu Fri Sat Sun

Best time(s): _____

Please choose from the following Volunteer needs:

_____ Pantry - Sorting/Bagging Food (M-Th AM)	_____ Guest Chef (M-F, 11am-5pm)
_____ Pantry - Truck Unloading _____ On Call (short notice)	_____ Hot Meals - Kitchen Prep (M-F, 11:00-2:00pm)
_____ Pantry - Distribution Line (Wed 12:00-5:30pm)	_____ Hot Meals - Serve & Clean-up (M-F, 4:30-7:00/untill done)
_____ Pantry - Distribution Line (Thur 11:00-4:00pm)	_____ Hot Meals—Sunday Serve & Clean-up (11:30am-2:00p)
_____ Pantry - Deliveries (Thur 9:00am-1:00pm)	_____ On Call (short notice Hot Meals prep/serve-clean-up)
_____ Pantry - Holiday Distribution (Sun-Mon, Nov & Dec)	_____ Hot Meals - Pick up produce @ Farmers Market (Saturdays)
_____ Special Events (fundraising events, usually Saturdays)	_____ Decorate Hall for holidays and events

_____ I AGREE TO FOLLOW the Guidelines and Rules, written/verbal, of The Community Kitchen Inc.

_____ I agree that I am physically able to volunteer at TCK.

_____ I agree to waive any/all claims arising out of my volunteer situation at TCK, against TCK or any parties connected to TCK.

_____ I agree I will obtain parent/guardian signature BEFORE I volunteer at TCK, if I am under 18.

_____ I agree that I must be 18 years of age or older to use knives and to operate any kitchen equipment, load/unload trucks/vans or to use the conveyor belt.

_____ I DO / DO NOT consent to the use of my photo, film or video tape taken during my volunteer time for any Community Kitchen purpose.

_____ I will wear the hat and apron provided by The Community Kitchen.

_____ Due to food safety, cell phones are not allowed in the Kitchen.

Volunteer Signature

Date

Parent/Guardian Signature

Date

For office use: To Be Three-hole Punched