



# SOUTH TEXAS FOOD BANK

## Volunteer Rules and Schedule

### RULES

- 1 **No cellular phone allowed. Please leave it in your car.**
- 2 Arrive on time or you will not be allowed to perform community service that day.
- 3 Respect others and do not use abusive or profane language.
- 4 Follow the instructions of the site supervisors. (for safety reasons)
- 5 Do not leave the worksite without permission.
- 6 Do not deliberately destroy or deface any tools or property.
- 7 Never accept any tips or cash from anyone in association with community service or at the designated worksite.
- 8 Wear appropriate clothing (jeans & t-shirt) for safety reasons. NO shorts, NO sleeveless, are permitted.
- 9 No logos of cigarettes, beer, illegal drugs or gang paraphernalia.
- 10 No flip-flops, sandals, heels or open-toed shoes are permitted. Comfortable, safe and covered footwear is necessary.
- 11 Do not carry any sort of weapon.
- 12 No gang-related activities or paraphernalia.
- 13 Always leave purses, jewelry, and other valuables at home or in your car trunk.
- 14 The South Texas Food Bank is not responsible for missing personal belongings.
- 15 No eating, drinking, running, or smoking in warehouse.
- 16 Do not remove any product from the premises.
- 17 Do not be under the influence of drug or alcohol.
- 18 No breaks are allowed during working hours, with the exception of supervised groups.
- 19 No one is allowed to enter the offices.
- 20 During 12:00 p.m. - 1:00 p.m., if you stay in the building, you must remain in the volunteer's lunch area.

I understand the failure to follow these rules will disqualify me from the participation from this program. I also understand that it is my responsibility to notify the proper authority whether I have been disqualified or not.

**ATTENTION:** Requesting Community Service Hours: Request of Community Service Hours Report for Court, Probation, School, and Regular Volunteers will take 2 days to process. For some cases, it may take more than 2 days. This includes if you simply want to know how many hours you have accumulated. In order to request your hours, please sign your name on the Community Service Request Log at reception office.

### SCHEDULE

Monday to Friday:            From 8:00 AM (no later than 8:30 AM) to 12:00 PM  
   From 1:00 PM (no later than 1:30 PM) to 5:00 PM  
Lunch Break:            From 12:00 PM to 1:00 PM

Saturday:                      From 8:00 AM (no later than 8:30 AM) to 12:00 PM

Volunteer Groups: Please contact the Food Bank Volunteer Coordinator one week prior to schedule the day, arrive and depart time, and to confirm the number of group members attending. Please call three days before if you cannot attend or if you want to reschedule.