HOOSIER HILLS FOOD BANK

Volunteer Orientation

hhfoodbank.org



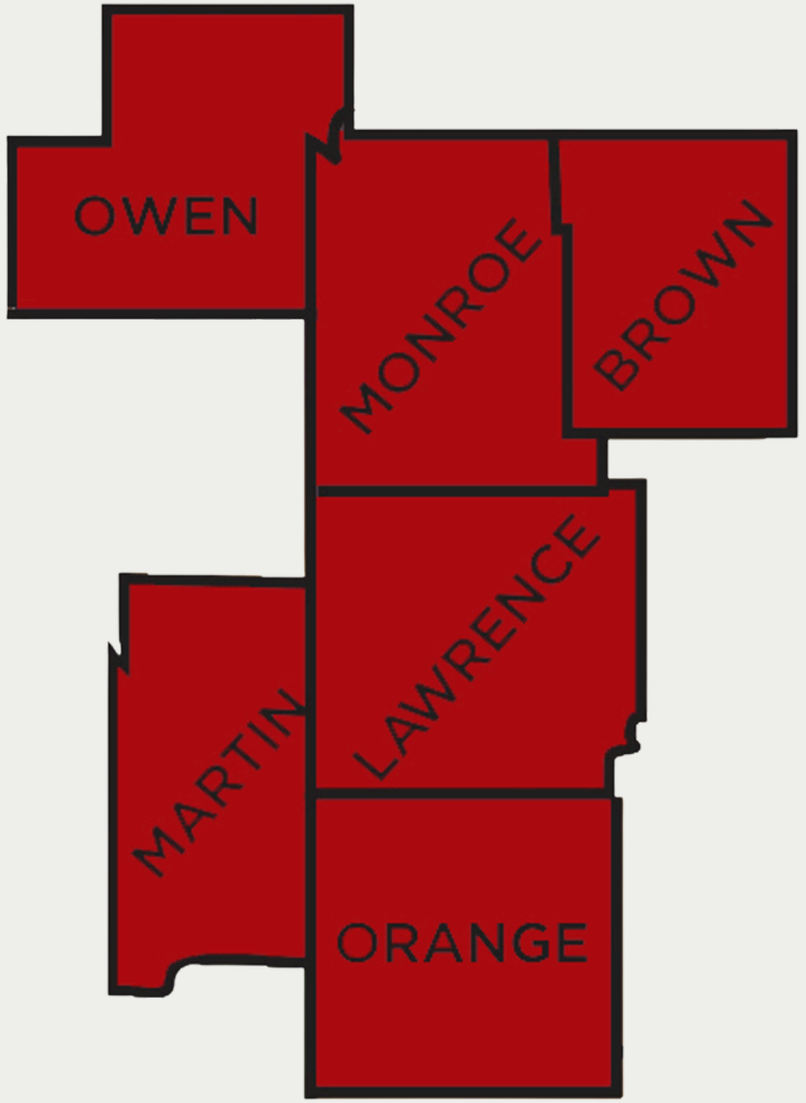
Our Location

2333 W. Industrial Park Drive
Bloomington, IN 47404



Our Mission

Hoosier Hills Food Bank collects, stores and distributes food to non-profit agencies that feed the hungry in Brown, Lawrence, Orange, Owen, Martin and Monroe counties in Indiana. HHFB is a 501(c)(3) non-profit organization.



Hoosier Hills Food Bank

Meet Our Volunteer Team



Madison Stratton

Development & Volunteer Manager



Mikey Maddy

Advocate for Community Engagement



Chase Ferrin

Civic Scholar



You (and your friends) can make a difference! We offer volunteer opportunities for individuals, small groups (5-10), and large groups (11-20). The next few pages will list our opportunities, or you may check them out on our website: hhfoodbank.org/volunteer/

Hoosier Hills Food Bank

Volunteer Information



01 Hours for Volunteering

Warehouse: Monday - Thursday, 10:00am - 4:00 pm, Friday, 10:00am - 3:00 pm
Garden: Monday & Friday, 9:30 am -12:00 pm

02 Scheduling

Scheduling ahead of time is REQUIRED. No walk-in volunteering.
Call (812)-334-8374 or email Madison at volunteer@hhfoodbank.org

03 Signing In

Each volunteer (or group) will be required to set up an initial time to volunteer with a member of the Volunteer Orientation Team
During each scheduled volunteer shift, please sign in and sign out in the binder located in the Office lobby

Waiver of Liability & Photo Release

- When volunteering for the first time, volunteers will have to fill out a “HHFB New Volunteer Registration” Form.
- This form serves as a waiver of liability and photo release. The language looks like this....
- *In exchange for the opportunity to volunteer with the Hoosier Hills Food Bank, I hereby release the agency, its staff and Board of Directors from all liability, claims, demands, actions and causes of action whatsoever, arising out of or related to any loss, damage or injury to person or property from accidents that may be sustained or resulting from my participation in Hoosier Hills Food Bank volunteer activities. I do hereby give permission to HHFB to use photographic images of individuals within the group in any official HHFB business, including, but not limited to: websites, newsletters and newspapers, advertising material, postcards, etc. I agree to notify HHFB if within two weeks of my last volunteer shift I am diagnosed with or develop symptoms of COVID-19.*



Good Manufacturing Practices

No one is allowed to eat, drink, or smoke in the warehouse.

Health Conditions
Please notify us of any relevant infectious disease or conditions to which you may have been exposed.

Persons with boils, sores, infected wounds or any other infections or communicable disease are not allowed to contact food.

Personal Items
Personal items should be stored in your vehicle or in the office. Personal items should **NOT** be kept in the warehouse or repack room.

Personal Hygiene
Hoosier Hills Food Bank values cleanliness and good personal hygiene to prevent contamination of food product. Good personal hygiene is required.

Personnel are required to wash hands before beginning work, after using the restroom, eating, smoking, or otherwise getting their hands dirty.

Personnel are required to practice good hygiene, wearing hairnets and latex gloves when directly handling product, in repack programs like Meal Share, cereal, pasta or other bulk repacked items.

By checking in or signing in, you are accepting that you have read and agree with the food safety practices written above.

Hoosier Hills Food Bank

Volunteer Programs



01 Warehouse Volunteering

Volunteers are welcome to assist with warehouse tasks like helping sort food donations, packing mobile pantry boxes, bagging and labeling bulk food products, and light cleaning.



02 CSFP Box Packing

Better for volunteer groups, we box of several products into boxes and give them to eligible low-income senior citizens in our service area.



02 HHFB Garden

HHFB has grown our own produce with the help of volunteers. Help is needed May through October to plant, weed, mulch, and harvest. Our garden is located at Will Detmer Park: 4140 W. Vernal Pike, Bloomington, IN 47404.

Volunteer Requirements

1. Reliable Transportation: HHFB is about 10 minutes from the northside of IU's campus and is not located on any city bus route.
    - The easiest way to get to us is with your own personal vehicle or come with a friend who has one.
2. CLOSE-TOED SHOES: this is a big one. All volunteers must wear proper footwear when coming to volunteer. Sandals, crocs, and flip flops are NOT ALLOWED when volunteering at HHFB.
- Anything with a covered toe is acceptable: athletic shoes, dress shoes, Hey Dudes, boots are all fine!
3. Be Healthy: We'll get into this more in a minute, but do not come to volunteer if you are feeling under the weather!



In Case of Illness

- If you are sick, you could spread pathogens to food and equipment. This could make other volunteers and staff members sick.
- Please tell the Manager of Volunteer Services or Associate Director if you have been diagnosed with a foodborne illness
- You must also tell the appropriate staff if you are experiencing any of the following symptoms:
  - Vomiting
  - Diarrhea
  - Jaundice (yellowing of the skin or eyes)
  - Sore Throat with a fever
- If you are dealing with any of the above symptoms, please cancel and reschedule your shift for a time when you are no longer ill. Cancel shifts by calling or emailing the Manager of Volunteer Services.

Hand Care Guidelines

- Before each shift, volunteers must wash their hands at the handwashing station provided inside the Repack Room.
- Handwashing is a critical step to avoiding food contamination.
- Hands can transfer pathogens to food.
- Wash hands for 30 seconds with hot water.



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Bulk Repacking Guidelines

- All volunteers are REQUIRED to wear close-toed shoes, no sandals, crocs, or flip flops
- All loose jewelry, medical bracelets, etc. should be removed before handling food
- Latex or Vinyl Gloves are required to be worn in the following situations:
  - Volunteer has painted or false nails
  - Volunteer has a bandaged wound
  - If volunteer has any known food allergies
  - Gloves need to be changed after performing each new task or if the volunteer needs to use the restroom



Food Drive Sorting Canned Goods

- All HHFB volunteers are required to check donated products for their BEST BY DATE. This is not an expiration date.
  - We can keep any donated, non-perishable products up to one year past the Best By Date.
- Canned goods that match any of the following criteria should be tossed:
  - Cans with SEVERE dents.
  - Cans that are bulging or have rust that cannot be wiped away
  - Cans that have an opening, have been punctured, or a broken seal
  - Cans that are missing a label



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Food Drive Sorting Plastic & Glass/Jars & Bottles

- Bottles & Jars that match any of the following criteria should be tossed:
  - Rusted, Dented, or Swollen Lids
  - Broken Seal/Seal no longer intact/Seal Removed (Open food)
  - Loose Cap on items that do not have a seal
  - Home canned or home jarred products
  - Jars or bottles without a label
  - Food containing mold or foreign objects
  - Food that has unusual appearance or separation
  - Discolored food
  - Dirt or mold under the lid



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Food Drive Sorting Cardboard Boxes & Bags

- Boxes and Bags that match any of the following criteria should be tossed:
  - Open Single-packaged Products (Boxed Pasta, Bagged Beans, etc.)
  - Double-packaged products with the opened inner packaging
  - Shows signs of pest infestation
  - Taped without inner packaging
  - Tears or product is leaking
  - Unusual appearance or separation
  - Missing a label



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Beware of Over-the-Counter Drugs & Products



CBD & THC PRODUCTS CANNOT BE DISTRIBUTED AND MUST BE DISPOSED OF

- Serious drugs containing Phenylpropanolamine & Pseudoephedrine cannot be distributed and must be thrown away. Ex: cough & cold medicine, weight loss supplements, nose, sinus and congestion medicines
- Personal Hygiene items: please keep them in a container, separate from food
- Basic medications like aspirin, vitamins, and antacids can be made available after being reviewed by a staff member

Baby Food

- Be extra careful on sorting baby food and ESPECIALLY WHEN CHECKING DATES
- ALL DATES PAST TODAY'S DATE MUST BE DISPOSED OF
- All expiration dates that are within one month of today's date must be brought to an HHFB staff's attention (Example: if it is May 1, 2026 and the best by date is June 2026, please let a staff know)



Hoosier Hills Food Bank



Get started on your volunteer journey with us!

Contact us for more information:

(812)-334-8374

www.hhfoodbank.org

volunteer@hhfoodbank.org

2333 W Industrial Park Dr.