



St. Francis House Volunteering Guidelines

Thank you for volunteering at St. Francis House. To make sure everyone has a safe and enjoyable volunteer service experience, there are a few guidelines to read before you volunteer. If you have any questions at any time, please ask any staff member for assistance.

- All volunteers must wear:
 - Closed-toe and closed-heel shoes. (No sandals or flip flops)
 - Jeans, casual pants, capris or long shorts.
 - Sleeved shirts. (no tank tops or muscle shirts)
- Long hair must be pulled back if serving in the food line.
- Volunteers must be 13 years of age or older to work in the kitchen or pour beverages. Volunteers under the age of 13 must be accompanied by an adult.
- Take your temperature the morning of your volunteer opportunity. If you or any other individuals in your household have a fever, do not volunteer that day. If you or if any other individuals in your household are feeling sick, please stay home and schedule another time to volunteer.
- If you begin to feel any symptoms of illness while volunteering, let a St. Francis House staff member know and immediately leave the volunteer project. Please seek medical advice promptly by calling ahead to a doctor's office or emergency room prior to a medical evaluation.
- Wash your hands before and often while volunteering and use hand sanitizer that is readily available at the front desk.
- Follow current CDC guidelines for personal health and safety. Refrain from touching your face and hair or shaking hands or touching other volunteers.
- No backpacks, purses and miscellaneous items should be brought into the dining room or kitchen. Please leave these at home, locked in your vehicle or in one of our storage lockers. You may bring a padlock to use on the locker.
- All volunteers are expected to remain in their work area where assigned.
- Do not throw away cans, boxes or any other products due to these items being recyclable.
- Do not remove any item, including food, from the kitchen, pantry, conference room or from a St. Francis House event, even if it is being discarded.
- Do not lift items that are too heavy for you. Always ask for assistance.
- No climbing on storage racks. Alert a staff member if products cannot be reached.
- No running, jumping or horseplay.
- Please refrain from using cell phones while volunteering, except in emergency situations.