

## HAFB Food Distribution Volunteers

The following job description has been established after discussion with the board on Jan. 8, 1998.

**Volunteers** preparing food for distribution are under the direction of the **Highline Area Food Bank (HAFB)** Administrators.

Generally their duties consist of:

- **Collecting** authorization slips or completing the sign-up sheet and distributing the food as prescribed by normal activity.
- **Assist** in selecting only those items that the recipient will consume to avoid waste.
- **Oversee** the food supply and limit as necessary to ensure a "**fair share**" amount for each person or family. **Be courteous!**
- **Assist** in unloading and stocking deliveries as they are received.
- **Refer** unresolved problems to the administrators.
- **Follow** special instructions for holiday distribution.

**Note:** **Volunteers** who qualify to receive food are entitled to no more or less than the other recipients who have gone through registration. They will utilize the sign-up sheet and be pre-registered. **All food for volunteers will be selected during normal distribution hours.** **Volunteers** will only be able to access food one time per week and one time per month for **Commodities Food** should be shown to the administrators or their **Delegate** prior to leaving the building. Any exceptions to the above will be reviewed by the administrator or his delegate for authorization.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_

**Zip code:** \_\_\_\_\_ **Phone Emergency#:** (      )