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#: (____)