

What IS the Food Bank?

Since 1982 the Wichita Falls Area Food Bank has been serving the community as a 501(c)(3) organization focused on feeding hungry people.

- Our mission is “Uniting our communities to fight hunger with food, education and advocacy”
- Our vision is “Hunger Free Communities”
- We serve over 74,800 individuals in our 12 county area
- In 2016 we distributed over **3.6 million pounds of food....In other words.... 3.1 million meals** to our 200 plus partner agencies!

Where do I park? Please park in the gravel parking lot to the west of the Food Bank

Security Cameras Please be aware that the Wichita Falls Area Food Bank utilizes security cameras on the exterior as well as the interior of our property. By signing our Release Form, you are recognizing that you are aware of the possibility of being recorded. Any volunteers caught stealing or removing anything from the warehouse or surrounding property without authorization will have charges pressed against them. Additionally, the agency that community service volunteers are representing will be notified of any theft.

Dress Code (If you are not in compliance, you may not start work at the Food Bank)

- Pants or walking shorts (no more than 3 inches above the knee and no spandex)
- No pants that fall below the waist or shirts that do not cover your stomach
- No miniskirts
- Long or short sleeve shirt (no sleeveless, low cut shirts, bare mid-drifts, half shirts, halter tops, see through tops, spaghetti strap tops)
- **Closed toe and heel shoes must be worn**
- No sunglasses, combs, bandanas, or dangling jewelry is allowed
- Clothing or accessories with lettering, symbols or decorations that illustrate or promote alcoholic beverages, tobacco products, drugs, sex, vulgarity, gang involvement, or violence either explicitly or by innuendo will NOT be allowed.

Electronic Devices

- Electronic devices will not be allowed
- Cell phone usage only at break or lunch time
- No headphones/ear buds are allowed
- Please **do not photograph/video** anyone at the Food Bank without permission

Smoking

- Smoking Location – **Northeast corner of property ONLY**
- No tobacco use inside of the Food Bank offices/warehouse (this includes vape or e-cigarettes, chewing tobacco, etc.)
- Please dispose of your cigarette butts in the proper place

Offensive language will not be tolerated. Weapons of any type, threatening behavior, or working under the influence of alcohol/and or drugs will not be tolerated. Any of these offenses are causes for immediate termination.

If you are on any sort of work limitations from a physician, you must provide that in writing at the beginning of your shift.



Orientation/Volunteering



Timekeeping

- Please fill out the timesheet in its entirety
- Sign in/out each time you work at the Food Bank (You are responsible for your hours) Also, please return your badge to us when you are done.
- If you fail to sign out when you leave, you will not receive credit hours for the hours you work
- Food Bank official **must sign** on your time sheet **AT THE BEGINNING /END OF WORK BEFORE YOU LEAVE THE OFFICE** (this includes lunch). Unfortunately, we cannot sign your timesheet the day after.
- Normal operating hours are 8:30am – 5:00pm
- Offer of money or other goods of services to buy off restitution time will not be accepted
- We do not offer double hours

The Wichita Falls Area Food Bank reserves the right to terminate a volunteer for any of the above offenses. If you are dismissed from the Food Bank, the Municipal Court or your assigning agency will be notified. You are provided a schedule of working hours by the court/workforce center/probation officer/parole officer. Please adhere to the schedule as much as possible. If you are unable to complete your scheduled service in the time allotted you must contact the agency assigning your work hours to make further arrangements.

If you have an emergency, please contact us at: 940-766-2322 and we will note it on your file. If you have any medical restrictions, you must bring a note from your physician verifying the problem and your limitations.

What should I expect volunteering at the Food Bank?

- **Volunteer Receptionist** Answers telephone and walk-in inquiries, and paperwork, filing, etc.
- **Volunteer Warehouse Worker** Helps load, unload and sort food items; keeps warehouse and cooler clean
- **Volunteer Food Salvage Sorter** Helps sort food recovered in accordance with established procedures; assists with required quality control inspections of sorted products.
- **Produce Express** Assists in the unpacking and repackaging of incoming foods to the warehouse; assists in the organization of goods within the warehouse.
- **PowerPak 4 Kids** Packing bags of food for weekend distribution for children in need
- **Cleaning** Helps with the cleaning of our facility. Duties such as: sweep, dust, mop, wash rollers, straighten, and organize.
- **Yard maintenance** Helps with all areas of yard maintenance such as mowing, weed eating, edging, trimming bushes, sweeping, etc.

**Thank you so much for helping us out at the Food Bank!
This orientation sheet is for you to keep!**

