



150 Second Street • Watsonville, CA 95076
Phone 831.319.4571 or 831.722.4144

Email: volunteer@pvloavesandfishes.org

We feed, support, and serve our community

VOLUNTEER APPLICATION

Today's
Date:

____ - ____ 20 ____

Volunteers under age 15: only when accompanied with school advisor or parent

• **Last Name:** _____ **First Name:** _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ - _____ Email Address: _____

Date of Birth: _____ / _____ / _____

• **Emergency Contact** (please list your parent/guardian as an emergency contact if you are under 18 years old).

Name: _____ Relation _____ Phone: (____) _____ - _____

• **Why are you volunteering at PVLF?**

I want to serve my community. Organization: _____

School Hours - School Name: _____ # of Hours: _____

Court-referred Community Service: # of hours: _____

Job Training - Name of Program: _____

• **DAYS and TIMES that you can volunteer: We are open Mon – Fri (8:00 am to 4:00 pm)**

MON: _____

TUE: _____

WED: _____

THU: _____

FRI: _____

• **Special Events** (Empty Bowls in September; Community Reception in April/May; Chamber of Commerce Events):

• **How many hours per week can you volunteer?** _____

• **Some tasks at PVLF require physical labor, including lifting up to 50 pounds.**

Do you have any physical disabilities, injuries, or other limitations? NO YES (please describe):

Pajaro Valley Loaves & Fishes • Volunteer Tasks

please ✓ all tasks that you can help us with

PANTRY:

• Grocery & Produce Organization / Distribution:

- Support the Pantry Manager in receiving, sorting, and stocking donated food items
- Pack produce into grocery bags and maintain a full supply of produce on pantry shelves
- Maintain cleanliness and organization of pantry areas

• Client Intake (must be bilingual English-Spanish):

- Welcome clients and distribute grocery items
- Perform client intake and data entry
- Welcome and direct PVLV visitors and volunteers when necessary
- Receive phone calls courteously and professionally

KITCHEN: Do you have Serve-Safe certification? Yes No

- Work with the kitchen team to prepare fresh lunches
- Cleaning and Sanitation: sanitize surfaces, sweep and mop kitchen floor
- Serve fresh meals to our community and help with outside dishes during and after lunch
 - Wash dishes inside
 - Wash pots and pans
 - Wash dishes outside
- Maintain a safe kitchen environment, including knowledge of food handling, sanitation, and appliance use.

FOOD PROCUREMENT and STORAGE: *includes lifting up to 50 pounds*

- Transport, organize, and store food
- Unload deliveries (potatoes, carrots, onions and canned goods) from SHFB and from Costco
- Go with staff to SHFB ... Select fresh fruits, vegetables, and groceries
- Load produce and groceries into PVLV truck for transport to PVLV
- Unload produce and groceries into appropriate storage areas.

OUTSIDE DINING ROOM and FACILITY MAINTENANCE:

- Set up and take down the dining area before and after lunch
- Clean tables, chairs, and sweep the dining area
- Clean and sanitize restroom
- Maintain recycling, trash, and food waste areas.
- Routine house maintenance, yard work - gardening, and minor repair projects

OFFICE / ADMINISTRATION:

- Bookkeeping - QuickBooks
- Data Base Management and Reporting – Donor Perfect and PVLV Reports
- Filing
- Social Media – Instagram + FaceBook
- Community Outreach – Chamber of Commerce Events, Churches, Schools, Organizations

Pajaro Valley Loaves and Fishes • Rules and Regulations for Volunteers

Please initial that you understand and will comply with the rules and regulations set forth below:

1. Communicate with your supervisor in your assigned work area if you need assistance or have a question about your task. If your supervisor is unavailable for any reason, consult the Volunteer Coordinator.
Volunteer _____
2. Food or other products may not be taken from the kitchen or pantry. Volunteer snacks are provided in the designated kitchen area and may be eaten during breaks. If you would like to receive food from the Pantry, please enroll with the Pantry Manager.
Volunteer _____
3. Volunteers may not be in the office area without a staff member present or without specific permission.
Volunteer _____
4. Clock in & out for each shift. If you need help using the timeclock, please speak with a staff member.
Volunteer _____
5. Wear a nametag while volunteering for proper identification.
Volunteer _____
6. Wear close-toed shoes and long pants, and an apron while volunteering. If you are working in the Kitchen, you must wear a hairnet or hat, an apron, and gloves. Sandals, tank tops, shorts, and offensive clothing are not permitted.
Volunteer _____
7. Wash hands and wear gloves while working with food. Wash hands and change gloves after using the restroom, after touching hair, face, or any object other than food. Change gloves each time you switch tasks.
Volunteer _____
8. PVLF is not responsible for lost or stolen items. If you want to store valuables, we have lockers available. Provide your own lock if you want to keep your items more secure.
Volunteer _____
9. Do not use your cell phone or headphones while volunteering. If it is an emergency phone call, please inform your supervisor.
Volunteer _____
10. Practice safety always. Use proper lifting techniques, using your legs to push upwards, keeping your back straight and body balanced. Ask for help from another person to lift objects over 20 pounds. Use proper knife handling techniques. If you are unsure how to safely use a knife or kitchen equipment, seek help from the kitchen manager before attempting to use it.
Volunteer _____
11. PVLF is a Harassment Free Work Zone. We respect each other and our clients with our language and actions. Behavior that creates discord or restricts others from working will not be tolerated. Please report incidents or concerns immediately to staff.
Volunteer _____
12. Staff members are trained in crisis intervention. Please report any suspicious behaviors or unsafe situations to a staff member immediately – DO NOT INTERVENE.
Volunteer _____
13. If you are unable to make a scheduled volunteer shift please call the Volunteer Coordinator: 831-319-4571 or 831-722-4144.
Volunteer _____
14. Anyone under the influence of drugs and/or alcohol will not be permitted to volunteer. No smoking allowed on PVLF property.
Volunteer _____

Failure to comply with these rules and regulations may result in immediate dismissal from the PVLF Volunteer Program.

STAFF NAME: _____ **Staff Signature:** _____

Date: _____

Pajaro Valley Loaves and Fishes • Volunteer Agreement and Signature

I acknowledge that I have decided to volunteer with Pajaro Valley Loaves and Fishes (PVLV).

I acknowledge that I will receive no compensation from PVLV for any of my volunteer services.

I acknowledge that I am not an employee of PVLV and I will not be considered an employee of PVLV for any purpose.

I acknowledge and understand that when volunteering with any organization, including PVLV, there are risks associated with volunteering that I will face, including but not limited to personal injury to me or damage to or theft of my property.

I further acknowledge and understand that these risks cannot be completely controlled or prevented. By way of example only, possible injuries that could occur during my volunteer service include bodily injury to me caused by lifting, a slip and fall, or harm that may be caused by others.

Accordingly, for good and valuable consideration, including but not limited to the privilege of volunteering with PVLV, I hereby agree as follows: By signing below I acknowledge that my volunteer services for PVLV are entirely voluntary, and I hereby voluntarily assume any and all risks (both known and unknown) associated with my volunteer service for PVLV including but not limited to those risks described above.

By signing below, I agree on my own behalf and behalf of my representatives, assigns, heirs and next of kin, to waive, discharge, release and further agree not to sue PVLV (and its officers, directors, employees, agents, representatives and volunteers) from any and all responsibility, liability, claims, demands, costs, expenses (including attorneys' fees) or actions arising out of or relating in any way to my volunteer services with PVLV, including, but not limited to, all actions based upon negligence and all claims, for any personal or physical injury or damage to my property, whether occurring on PVLV's premises or otherwise arising in connection with my volunteer services at PVLV.

I hereby acknowledge that I have been given a reasonable opportunity to read the foregoing waiver and release of claims, and that I have read and fully understand its provisions.

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Volunteer Print Name: _____

Volunteer Signature: _____ **Date:** _____

Parent/Guardian Print Name (required if under 18): _____

Parent/Guardian Signature: _____ **Date:** _____