

# VOLUNTEER GUIDELINES

Thank you for answering the call to volunteer!

Here are a few guidelines to ensure you have an enjoyable volunteer experience:



## **LOCATION** 10600 S. Choctaw Dr., Baton Rouge, LA 70815

This is our ONLY location. When using a navigation app, be sure to navigate to this address so you arrive at the correct address.



## **PARKING**

Be kind to our neighbors! Please do not park in the Merck parking lots. Double-parking is allowed in our parking lot. Overflow parking is available on the southside of the building (the side that faces S. Choctaw). Let our receptionist know the make and model of your car along with your cell phone number if you park behind someone.



## **DRESS CODE**

Sort & Repack and Mobile Distribution volunteers **MUST** wear closed-toe shoes to comply with safety regulations. If you prefer to wear gloves, please bring them with you. Bulk Room volunteers must wear the provided hairnets and/or beard nets in addition to closed-toe shoes.



## **WHAT TO EXPECT**

- **Check-In:** For any volunteer opportunity, you **MUST** check-in when you arrive for your hours to be counted.
- **Sort & Repack:** Help us sort and categorize all of the non-perishable food items to immediately help those who are hungry! This volunteer activity involves checking dates on food, moderate lifting, and walking in our warehouse.
- **Bulk Room:** Assist with packing dry food in our bulk room.
- **Mobile Distributions:** Help with our off-site mobile distributions by off-loading product and bringing distributions to vehicles.
- **Admin:** Help us with various administrative tasks in our office including data entry, scanning, letter folding, and/or other administrative needs. In the event there is no work to be done, volunteers will be asked to serve in the Sort & Repack area. Please wear closed-toe shoes in the event you are reassigned to work in the warehouse.



## **CONTACT**

If you have further questions or are unable to attend your shift, please contact our Volunteer Coordinator at (225)359-9940 or email [volunteers@brfoodbank.org](mailto:volunteers@brfoodbank.org)