



## Volunteer Policies and Procedures: Food Shuttle Farm & Learning Gardens

***ALL volunteers must have submitted the volunteer waiver form prior to volunteering. Children under 18 must have waivers filled out by a parent or guardian. The waiver is filled out when completing a user account.***

### What to wear:

- Please dress appropriately for farm/garden work in clothing that you don't mind getting dirty.
- Wear closed-toe shoes. NO OPEN-TOE shoes or sandals are allowed.
- We recommend wearing long pants when volunteering.

### What to bring:

- A personal water bottle, hat, sunscreen, and bug spray are recommended.
- Staff will provide gloves, but please feel free to bring your own.
- **Volunteers with allergies (bees, plants, etc.) should bring any medication they might need.** Also, please alert staff of allergies on the day of volunteering.

### What you might be doing:

- Workdays typically include light to medium physical labor that may include raking, hoeing, planting, weeding, hauling, mulching, and harvesting produce.
- Stop for a water break any time you want! It is important to stay hydrated.
- Volunteers should work at their own pace and be cognizant of their limits and conditions.

### Facilities:

- Bathrooms and hand-washing facilities are available on-site.
- Hand-washing is very important for food safety. Volunteers must wash their hands before entering the fields and before handling any harvested food.
- Picnic tables and chairs are available for volunteer use and are located on-site.

### Age Requirements/ Guidelines:

- Gardens:
  - Volunteers must be at least **10 years old** to participate.
- Farm:
  - Volunteers must be at least **13 years old** to participate.
- Volunteers under the age of 16 at any location must be accompanied by an adult.
- For youth groups, a ratio of **1 adult volunteer per 4 youth** volunteers is required.

### Weather:



**Volunteer work at the Farm/ Learning Gardens is subject to weather conditions.**

- **Rain/Thunder/Lightning:** Rain before or during scheduled volunteer times may force the cancellation of the workday. If there is thunder and lightning, the Food Shuttle policy requires that volunteers return to their vehicles at the first sound of nearby thunder and remain inside the vehicles until 30 minutes after the last thunder event. If there is a heavy downpour, work will be canceled. We will work in light rain.
- **Heat:** If there is a "Heat Advisory," work will continue, but volunteers may want to consider rescheduling their work. If a "Heat Warning" is forecast, then there will be no volunteer activities for that day.
- **Cold Weather:** Any time the temperature is less than 40 degrees Fahrenheit (4.4 degrees Celsius) volunteer operations may be subject to cancellation at the staff's discretion.
- **Each volunteer should decide whether to work on any given day based on your personal limitations and comfort level.**

**Other:**

- The Food Shuttle staff are not responsible for your personal belongings.
- No pets are allowed on-site.
- If you are sick, please do not come to the volunteer shift.
- Contact the Volunteer Team to reschedule your volunteer experience.
  - [VolunteerTeam@FoodShuttle.org](mailto:VolunteerTeam@FoodShuttle.org)
  - 919-390-1968



## GAP Rules for Farm Volunteers

GAP (Good Agricultural Practices) are important health guidelines that help us to maintain food safety standards at the Food Shuttle Farm. We require all Farm volunteers to maintain these practices while volunteering with us, to provide safe and healthy food for our community.

1. Hands must be washed before harvest begins and following each break.
2. Disposable gloves must be worn when harvesting and processing. Gloves are **not** a substitute for washing hands.
3. Do not leave harvest tools on the ground.
4. If tools become contaminated during harvest, clean them immediately or get another tool.
5. Harvest lugs must be visually inspected for contamination before use.
6. Harvest lugs must always be on a ground crate and cannot touch the ground.
7. Produce must go directly into lug (do not pile on plastic, carry in ground crate, etc.).
8. Produce must be covered during transportation.
9. Harvest lugs must remain in ground crates while being transported.
10. Do not harvest from a plant that is completely dead.
11. If animal feces are found on produce, leave them in place and **do not** harvest.
12. Full and empty boxes cannot touch the ground when processing.
13. Eating and drinking must be done in break areas (picnic tables, farm stand or stainless-steel tables).
14. First aid kits will be onsite for volunteers.
15. We are a non-smoking farm.