



AFAC is a community-based non-profit that provides supplemental groceries to our Arlington neighbors in need.

## Summer Teen Warehouse Rules

First and foremost, our mission is to help our neighbors get the food that they need. We appreciate your help. When you are volunteering, please remember:

1. You must wear a **face mask** (over your nose and mouth) while volunteering at AFAC.
2. You must wear **closed toe shoes and long pants**. No sandals, flip-flops, tank tops, or shorts. Wear clothes that you don't mind getting dirty.
3. **No cell phones/headphones/etc** while volunteering. You must be able to hear staff & other volunteers.
4. Sign in and sign out each day **on time**. If you cannot make it to your scheduled time, email or call the volunteer department. Two unexcused absences results in removal from ALL volunteer shifts.
5. Please wear a name tag every day.
6. Look to warehouse staff and the adult volunteers as your supervisors...they are in charge. **Ask them if you need more to do.**
7. When working with food: wear a head covering and gloves (you might want to bring a baseball cap).
8. Clean up any spills you see right away. Clean up before you leave. Don't leave food out. Don't take AFAC food home with you (if you need food assistance, let us know).
9. Please respect our clients' privacy. Don't tell anyone outside of AFAC if you see someone you know getting food here.
10. If you wish to take pictures at the end of your shift, please remember that you may NOT take pictures of clients or other volunteers without their permission.