



Volunteer Handbook

June 2020

Welcome to Kitchens for Good

Greetings! We are very excited to have you on the Kitchens for Good team. This handbook has been developed to provide you with information related to your volunteer service with Kitchens for Good. Please know in advance how much we appreciate your time and talents. As a Kitchens for Good volunteer, the importance of your contribution cannot be overstated. Kitchens for Good volunteer's support thousands of people in our community through supporting hunger relief meal production. We are glad you've joined us and hope you'll find your volunteer service with Kitchens for Good to be both meaningful and rewarding.

If you have any questions, please contact the Volunteer Manager at volunteer@kitchensforgood.org

Sincerely,

Kitchens for Good Staff

TABLE OF CONTENTS

Welcome.....	2
Table of Contents.....	3
Volunteer Philosophy & Benefits.....	4
About Kitchens for Good.....	5
Programs at Kitchens for Good.....	6
Volunteer Opportunities.....	7
Covid-19 Procedures	8-9
How to Apply.....	10-11
Eligibility.....	12
Volunteer Hub.....	13-14
Policy & Procedures.....	15-20
Zero Tolerance.....	21-22
Volunteer Separation & Dismissal.....	23
Waiver of Liability.....	24-25
Volunteer Agreement.....	26-27
Confirmation of Receipt.....	28

Kitchens for Good's Volunteer Philosophy

- ❖ Honor your time and place you in meaningful assignments
- ❖ Provide a safe and supportive environment to work
- ❖ Support your success within your role by providing open communication and thorough training
- ❖ Foster an environment in which volunteers are encouraged to ask questions, provide honest feedback and thrive
- ❖ Ensure all volunteers feel valued as a member of our team

Benefits of Volunteering

- ✓ **Providing** nutritious and delicious meals to hungry San Diegans
- ✓ The **opportunity** to meet other community-minded individuals
- ✓ The **satisfaction** of helping others
- ✓ New skills and **Experience** for your resume
- ✓ Making a **difference and impact** in your community
- ✓ And you'll have a **great time!**

About Kitchens for Good

Mission Kitchens for Good breaks the cycles of food waste, poverty and hunger through innovative programs in **workforce training and healthy meal production**.

Vision We believe that kitchens can be drivers of social and economic good in communities. With meals that not only feed, but improve the health of vulnerable residents, jobs that employ men and women previously perceived as unemployable, and a purchasing power that will support Southern California's farmers and communities, we will effectively and profitably close the broken loops of our food system.

Values

All People have Potential and all Food has Power Our programs are designed to nourish the community as well as the body. By creating sustainably sourced, nutritious meals and providing job training and job opportunities, we commit to doing our part to address poverty and hunger.

Sustainability We are dedicated to a business model that balances organizational sustainability with mission effectiveness. By committing to sustainability in all that we do, including local food sourcing, we remain resilient to enable growth and to have a greater impact on hunger and self-sufficiency in our community.

Collaboration We encourage a spirit of trust and collaboration with those who share our vision of building a community of opportunity and equality. Developing relationships with farmers, workforce agencies, and regional nonprofits allows us to work towards a shared goal of reduced hunger and self-sufficiency. We think smart solutions have an exponentially greater impact when shared.

Equality We embrace a culture of diversity and recognize that everyone has something to contribute and that all lives have value. Innovation requires a celebration of differences and similarities. We believe that diverse teams can achieve far greater results than individuals and encourage an environment of alliance and collaboration.

Programs

PROJECT RECLAIM: Reducing Food Waste

We believe that food is simply too good to waste. However, in the United States, we waste over 40% of all food produced. Half of that waste consists of fresh produce that has cosmetic imperfections or lacks commercial demand. Kitchens for Good works directly with farmers and wholesale companies to purchase and rescue fruits and vegetables that are cosmetically imperfect or surplus. All donations and purchases are gathered at our food-processing hub, where apprentice, staff and volunteers use it to make healthy meals, snacks, and food products for social services agencies across San Diego.

PROJECT NOURISH: Healthy Meals

Kitchens for Good works to combat hunger by using rescued and cosmetically imperfect food to prepare nutritious meals and products for San Diego's most vulnerable populations. Meals are distributed through partner social service agencies all across San Diego County in the areas of highest need. We are committed to assisting local nonprofits leverage their limited resources and provide the community with more nutritious and accessible options. Our goal is to provide food-insecure communities, specifically seniors, with nutritious, delicious, and ethnically suitable meals that will minimize the time and cost associated with buying and cooking healthy ingredients. Our meals and products are available to after school programs, food pantries, senior centers, and other social service providers.

PROJECT LAUNCH: Apprenticeship Program

Kitchens for Good's Apprenticeship program prepares people who struggle to find employment to thrive in careers in the foodservice industry and beyond. We take a "whole-person" approach to vocational training, incorporating culinary arts, nutrition education, resume writing, and financial literacy, all while helping to prepare healthy meals for non-profit partners that serve the food insecure. If you know someone who may be interested in participating in the Apprenticeship program and or if you are a Culinary Employer interested in hiring our Apprentice, please contact katrina@kitchensforgood.org

Volunteer Opportunities

Meal Prep for Good

About Kitchens for Good continues to ramp up hunger relief meal production to meet the growing need in our community, while also supporting our students and alumni. We rely on a team of 20 volunteers a day to portion and package meals for distribution. Thousands of families throughout San Diego rely on Heat & Eat meals packaged by YOU!

Training: Each volunteer will be engaged in different trainings pertaining to your specific position hosted by the Volunteer Manager and/or the Staff Lead. We want our volunteers to feel comfortable and enthusiastic about their role -- please feel free to ask questions and offer feedback throughout your experience working with us.

Support: The Volunteer Manager and/or a Staff Lead will provide ongoing support and supervision for volunteers throughout their service term. If any issues arise within the volunteer role, the Volunteer Manager will be your main point of contact. Check-in sessions with the Volunteer Manager and meetings with the volunteer team will be hosted at our facility at least once a month (frequency depends upon the nature of the position). Additionally, formal feedback surveys and evaluations will be completed twice a year. For certain roles, supplemental trainings and resources will be provided to support the volunteer's advancement of skills.

Days: Monday through Friday | **Time:** 12:00pm – 4:00pm

Other special events and projects as listed on <https://kitchensforgood.volunteerhub.com/>

Covid-19 Beginning July 14, 2020 Kitchens for Good will implement the following procedures in compliance with the CDC (*center for disease control*) during the Covid-19 pandemic to keep apprentices, kitchen leads, office staff, and volunteers safe.

1. All volunteers are required to stay in Celebration Hall at all times during their volunteer shift. The only exceptions are as follows: (1) If a volunteers needs to take a break they are permitted to leave the building. Volunteers must continue to maintain social distance guidelines and properly wear a face mask/covering when around others. (2) Emergencies that result in all staff evacuating the building, in that instance follow the lead of the Operations Manager.
2. Under no circumstances should a volunteer enter the kitchen or any other area other than the ones listed above.
3. All volunteers must remain at a distance of 6 feet or greater from other volunteers and staff during the entirety of the shift.
4. Face masks/coverings must always be worn throughout entirety of the shift and fully cover the mouth and nose. Volunteers should avoid touching or handling masks as much as possible. If disposable masks are being used, they must be changed if soiled. Volunteers can choose to wear their own face mark or use one that is provided by Kitchens for Good. It is an individual's responsibility to understand and maintain proper mask protocols and application.
5. Volunteers are provided gloves, hairnets and aprons which must be worn at all times when handling food.
6. **Daily Temperature checks:** All volunteers will check in at the entrance of Celebration Hall for a temperature check and health screening. Entering or Exiting the building at any other point other than Celebration Hall (such as the kitchen, classroom, front office or back doors) is strictly prohibited.
7. **Sharing food items is strictly prohibited.** This includes but not limited to, preparing food off site to bring in for the staff or other volunteers, opened shared snacks during breaks, taste tests of food being prepared, etc.

8. During restroom breaks aprons **must** be taken off prior to entering. Hands must be washed thoroughly and gloves must be changed upon exiting.
9. Volunteers should not sign-up for shifts if they are feeling any symptoms of illness including but not limited to fever, cough, shortness of breath or at least 2 of additional symptoms such as chills, repeated shaking with chills, muscle pain, headache, sore throat, new or lost of taste or smell. If a volunteer experiences any symptoms of illness during the shift they must notify the Operations Manager and leave the shift immediately.
10. If a volunteer has been informed, they have come in close contact with someone who has tested positive for Covid-19 it is mandatory to not volunteer for 14 days minimum.
11. Volunteers will step aside from their stations when staff brings out additional food so to maintain a 6 foot distance at all times.
12. If a volunteer shift is removed from VolunteerHub walk-in volunteers are strictly prohibited and exceptions will not be made.
13. Cell phone use is strictly prohibited anywhere food is present. If a volunteer needs to use their phone they are required to notify the Operation Manager and step into the entrance of Celebration Hall or outside; if stepping outside aprons must be removed. All hands must be washed and gloves changed after handling cell phones.
14. If a volunteer or staff member has any questions about the policies and procedures they can contact the Food Resource Manager or in absence, The Director of Operations.
15. All Volunteers are expected to adhere to all the policies stated above in addition to all additional policies and procedures listed in this Volunteer Handbook.

Keeping all staff and volunteers safe is the utmost priority and it is each individual's responsibility to follow all procedures listed above. Failure to adhere to these procedures or/and other procedures as listed in this Volunteer Handbook will be removed from the Volunteer program.

How to Apply to Be a Kitchens for Good Volunteer

New Volunteers

1) Open the internet on your computer or phone and type:

<https://kitchensforgood.volunteerhub.com/>

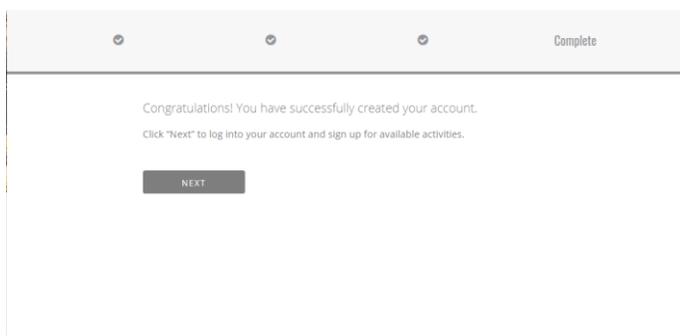
2) Select CREATE ACCOUNT in the top right-hand corner



3) Select a username and password– *remember to write it down!* You will need your username and password every single time you sign-up to volunteer

4) Complete the form by answering each question. Questions with a (*) are required. Then click “Submit”

5) You have a VolunteerHub account! YAY!



- 6) You will now have access to view the Volunteer Events Calendar! To sign-up for a project click the “sign-up” button next to the event. Advance sign-up is required for all volunteer shifts by logging into VolunteerHub with the username and password you created. Always remember to sign-in when you arrive and sign-out when you leave. Please make sure to read ALL details about policies and procedures of the shift. *Hours are verified by what is documented on VolunteerHub.*

TUESDAY, 6/9/2020

8:00 AM
Meal Prep for Good Shift 1

Tue, June 9, 8 am - 11:30 am (3.5 hours) 7 slots remaining

404 Euclid Ave Ste 101, San Diego, CA 92114 ,
Celebration Hall

THIS OPPORTUNITY IS RESERVED FOR THOSE 18 YEARS OR OLDER.

To support hunger relief meal production Kitchens for Good has restructured the volunteer program in compliance with the Center for Disease Control Covid-19 guidelines and regulations. At this time we are welcoming those 18 years or older to support packaging and labeling hunger relief meals for distribution.

MORE

SIGN UP

1:00 PM
Meal Prep for Good Shift 2

Tue, June 9, 1 pm - 4 pm (3 hours) 10 slots remaining

404 Euclid Ave Ste 101, San Diego, CA 92114 ,
Celebration Hall

SIGN UP

Returning Volunteers

- 1) Open the internet on your computer or phone and type:
<https://kitchensforgood.volunteerhub.com/>
- 2) Click “Sign In” using the email and password
- 3) To sign-up for a project click the “sign-up” button next to the event. Advance sign-up is required for all volunteer shifts by logging into VolunteerHub with the username and password you created. Always remember to sign-in when you arrive and sign-out when you leave. Please make sure to read ALL details about policies and procedures of the shift. *Hours are verified by what is documented on VolunteerHub.*

Groups

- 1) Groups will be provided a customized Landing Page that only reflects reservations made
- 2) Contact the KFG Volunteer Manager or your event Manager to receive the link to your customized Landing Page.
- 3) Sign into your personal Account or create an account following the steps listed above
- 4) Select “Sign-up” on the reserved date(s) reflected on your Landing Page

Eligibility Requirements

In order to become a volunteer with Kitchens for Good, you must meet the following eligibility requirements:

- ✓ Be at least 18 years old
- ✓ Work in movement for up to 4 consecutive hours
- ✓ Ability to lift 10+ pounds
- ✓ Active listening
- ✓ Precise execution of verbal direction
- ✓ Adaptable to a fast-paced environment
- ✓ Follow food safety regulations to ensure proper food preparation
- ✓ Create a volunteer account on <https://kitchensforgood.volunteerhub.com/>
- ✓ Sign Volunteer Acknowledgement & Receipt of the Kitchens for Good Volunteer Handbook located at the back of this handbook
- ✓ Be ready to listen, learn and get work done as a new member of the Kitchens for Good team!

Volunteer Hub

VolunteerHub is the volunteer management software of choice for Kitchens for Good. As a volunteer, you will be using VolunteerHub to sign up for, view and remove your volunteer shifts and to keep track of your volunteer hours. If you are new to using VolunteerHub, we hope these step-by-step instructions will help you learn how to navigate the system with ease!

Signing up for a shift

1. Log in to your account.
2. Scroll down to view all the opportunities available. If an opportunity says “Reserved” the shift is at maximum capacity.
3. Select an event to learn more
4. If this is your first time signing up for an event, you will be provided a waiver. Read it thoroughly and if you agree, select “I accept and understand this waiver” at the bottom the select “Next”.
5. You have completed sign-up! You can choose to email yourself a copy, add the event to your calendar or post on social media and invite your friends!

Removing a shift

1. Log in to your account.
2. Click on the “My Schedule” tab on the top navigation bar.
4. Any shifts you signed up for will appear.
4. Select the shift you wish to remove by clicking “Cancel Registration” to the right of the selected shift.
5. Once selected, follow the prompts that appear.

Viewing Hours & Verification

1. Log in to your account.
2. Click on the drop down area located underneath your name at the top right-hand side that says “View Hours”
3. Your total hours will appear on this page. You can select “View Hour History” to see a complete list of projects you’ve contributed to.
4. Kitchens for Good understands the value of your time and efforts in volunteering, and we hope that your time volunteering with Kitchens for Good is a positive and successful experience. After your time volunteering with us, we welcome requests for a verification of your volunteer hours in efforts to support your work and internship opportunities! Please submit your request within one year of your last volunteer experience. If you have any questions please contact the Volunteer Manager at volunteer@kitchensforgood.org

Policy and Procedures

To ensure the safety of all staff and board members, volunteers and participants of the Kitchens for Good events, Kitchens for Good has established the following Policies and Procedures.

Attendance Punctuality and attendance are important factors for your volunteer experience with Kitchens for Good. We all work as a team and this requires that each person be in the right place at the right time. If you are going to be late or absent for a shift, notify the Volunteer Manager as far in advance as is feasible under the circumstances, preferably no later than within 24 hours of the start of your shift.

Cell phone Use All volunteers and employees are expected to adhere to the food safety regulations to ensure proper food preparation and handling. Use of cell phones while preparing, cooking, and plating food is prohibited, (this includes checking messages, text messaging, making, or answering calls). If volunteers are required to answer their cell phones, they must step away from the food preparation area to attend to the matter. If stepping outside all aprons must be removed; upon returning volunteers are required to wash hands and change gloves.

Personal Items Bags of any type (purses, backpacks, etc), phones, cameras, personal cooking items and other such items are not permitted. Please keep this in mind and only bring what you absolutely need for your shift. The only exception are water bottles that must (1) be stored and used away from the food preparation area and (2) hands must be washed and gloves must be changed after handling. Kitchens for Good is not liable for any lost, stolen or misplaced items as stated in the Volunteer Waiver.

Smoking Policy and Fragrance-Free Environment Smoking is not allowed on the Jacobs Center Grounds. Kitchens for Good requests you refrain from smoking during your work day due to your interaction with staff and guests. We ask that you also refrain from the use of strong fragrances as some individuals may be sensitive to such fragrances.

Alcohol and Other Drugs Kitchens for Good is committed to providing an environment that supports individual freedom while promoting individual responsibility, health, safety and community welfare. Volunteers may not report to work or be at work while under the influence of alcohol or illegal drugs. Volunteers are strictly prohibited from consuming alcohol before or during scheduled shifts including but not limited to special events where alcohol is served such as *Dinners for Good or Wasted*. If there is a special event hosted by Kitchens for Good where alcohol is provided and an individual is over 21 years of age would like to participate, they must attend the event as a guest and not a volunteer representative. Violators of this policy will be dismissed from their role. Kitchens for Good strictly prohibits the possession, use, or distribution of illicit drugs on site premises or as part of any sponsored activity Kitchens for Good volunteers and guests who violate this policy will face expulsion from the event and/or dismissal. Where appropriate or necessary, Kitchens for Good will cooperate fully with law enforcement agencies.

Reimbursement In general, Kitchens for Good does not reimburse volunteers for expenses associated with volunteering.

Language Please use appropriate language when representing Kitchens for Good. This includes but not limited to speaking to staff and fellow volunteers without the use of explicit, offensive and derogatory language.

Community Service: Kitchens for Good offers opportunities for volunteers to complete service hour requirements through our volunteer program.

Not eligible to register: Individuals who have been convicted of or charged with any crime involving or relating to invoking fear in another person and any form of harassment or assault (including but not limited to stalking, child abuse and neglect, child pornography, child abduction, online harassment, or any sexual offense).

Step 1: Please email volunteer@kitchensforgood.org and with the subject “Court-Ordered Hours”. In the email, include your full name, the number of hours you need to serve, the date hours need to be completed and the nature of your offense.

Step 2: Once screening is complete and approved, you will receive a registration link to create an online account. Volunteers are required to create an account and must sign-up for shifts through the online portal. Upon arriving to the volunteer opportunity, volunteers are responsible for signing in and out of every shift in order to verify attendance.

Step 3: After completing all court required hours, email volunteer@kitchensforgood.org at least **5 business days in advance to request a verification of hours letter**. The letter will reflect the total number of hours on VolunteerHub.

Open Communications Communication is key. If you’re unsure of something, please ask. Additionally, suggestions for improving our programs are always welcome. At some time, you may have a complaint, suggestion, or question about your job. We ask you to first discuss your concerns with the Volunteer Manager; following that conversation, please take the necessary steps agreed upon during your discussion.

Anti-Discrimination Policy

Kitchens for Good is committed to providing a work environment free of harassment, disrespectful or other unprofessional conduct. Company policy prohibits conduct that is disrespectful, unprofessional as well as harassment based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation.

Sexual harassment Sexual harassment is unacceptable and unlawful conduct and will not be tolerated. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when they create an intimidating, hostile or offensive environment. If an individual has violated this policy they will be subject to disciplinary action up to and including expulsion from the event and/or dismissal.

All volunteers who believe they have been subjected to or have witnessed any harassing conduct should report the matter promptly to volunteer@kitchensforgood.org. In instances of alleged harassing conduct, Kitchens for Good will investigate and take every step to ensure a fair and prompt resolution

Dress Code Volunteers should wear clothing appropriate for the nature of business and type of work performed. While serving in any volunteer role, clothing should be clean, safe to wear, and free of obscene content.

PROHIBITED ITEMS: If a volunteer arrives with one of the prohibited items, they will be asked to leave and return once dress code is followed.

- Sandals
- Open toe shoes
- Dangling accessories
- Sleeve-less shirts
- Shorts, skirts or dresses

Hygiene Please take into consideration that you may be working in close quarters with other individuals. We may also be working in warm weather for long periods of time. To this end, please promote good personal physical hygiene as a courtesy for your team.

Safety Health and Safety must be a part of every Kitchens for Good operation. Without question, it is every person's responsibility at all levels. Each volunteer is expected to exercise care and good judgment in observing safety rules and preventing accidents. Safety and health will only be achieved through teamwork, so everyone must join together in taking every reasonable measure to assure safe working conditions. If your position requires physical activity such as bending, lifting or reaching, always use proper physical techniques to avoid injuries.

Accommodations: Volunteers needing accessibility or other accommodations should directly inform their department manager so appropriate arrangements to be made.

Groups: All corporate or community groups larger than 5 are required to make a reservation in advance by emailing: volunteer@kitchensforgood.org. You will be asked to provide information about your group, 5 available dates and the group size (maximum 20). Once details are confirmed you will be provided with a personalized Landing Page with a unique URL link. All group Landing Pages will only showcase the reservation(s) not all projects. All individuals from the group are required to create an account and sign-up for projects in advance.

Zero Tolerance Kitchens for Good is committed to providing a safe environment for its staff, volunteers, partners, and participants and to preventing abusive conduct in any form. Every staff and volunteer is responsible for protecting this safe environment while involved in sponsored activities. Furthermore, Volunteers are expected to conduct themselves in a manner that embodies Kitchen for Good's values and furthers our mission. The following conduct is prohibited and will not be tolerated by the Company. This list of prohibited conduct is illustrative only. Other types of conduct that threaten security, personal safety, employee welfare, and KFG operations also are prohibited and will result in disciplinary **action, including service term termination. Behavior that violates Kitchen for Good's policy includes:**

1. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent gesturing, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching and destruction or appropriation of another's property are strictly prohibited.
2. Emotional and verbal abuse are also prohibited. These include, but are not limited to such forms of abuse as: yelling, insulting, threatening, mocking, demeaning behavior or making abusive statements in regard to a person's race, gender, religion, nationality, ethnicity, sex or age.
3. No staff or volunteer should be in possession of dangerous weapons, instrument or substance that is used for, or is readily capable of, causing death or serious bodily injury or destruction to property. These include guns, knives, clubs, chemicals and explosive devices.
4. Theft and deliberate or careless damage or destruction of any Company property, or the property of any employee or customer
5. Removing or borrowing Company property without prior authorization. Unauthorized use or misuse of Company equipment, materials, or facilities
6. Causing, creating or participating in a disruption of any kind during working hours on Company property

7. Insubordination and refusal to obey the orders or instructions of a manager/supervisor or member of management
8. Using abusive, threatening, or intimidating language at any time on Company premises. Violating the Company's anti-harassment or equal employment opportunity policies.
9. Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job. Distribution, sale, or purchase of an illegal or controlled substance while on the job. Driving a Company vehicle while under the influence of alcohol

Volunteer Separation/Dismissal Separation

Separation If a volunteer chooses to separate themselves from future Kitchens for Good volunteer duties, the volunteer should notify their manager or the Volunteer Manager. Kitchens for Good encourages and welcomes feedback from volunteers who resign from or choose not to return for future volunteer activities.

Dismissal Kitchens for Good reserves the right to dismiss any volunteer who fails to follow the policies and procedures outlined in this handbook. A volunteer may be dismissed temporarily or permanently, based upon circumstances. A volunteer who is permanently dismissed from their duties may NOT volunteer for any future Kitchens for Good - sponsored events. In such cases, the Volunteer Manager will provide official notice of the volunteer's dismissal.

We count on your commitment to volunteer and many other organizations who benefit from Kitchens for Good count on your volunteer service. If for any reason you cannot fulfill your commitment, please remove yourself from your shift on the volunteer system. If you are unable to do so, send us an email immediately at volunteer@kitchensforgood.org. Thank you again for your volunteer support, remember to have fun and play safe!

Waiver of Liability for Providing Volunteer Services

This is a copy of the waiver you sign on VolunteerHub. All signed waivers are stored on the VolunteerHub database.

I wish to allow myself to volunteer my time and services for Kitchens for Good, a registered 501(c)(3) nonprofit CA corporation (Tax ID # 463278605) in San Diego County. I hereby acknowledge that said organization is doing everything they can to protect the public as well myself as a volunteer. To this extent, I agree to follow Center of Disease Control (CDC) and local health district guidelines and Kitchens for Good policies and procedures for social distancing to reduce the spread of Novel Coronavirus, or COVID-19; this will require me to maintain six (6) feet of distance between myself, fellow volunteers, and patrons of the organization as much as possible. This procedure will be required for visitor-to-visitor contact as well to limit exposure.

I agree to utilize surgical masks or improvised masks such as scarves, bandanas, and handkerchiefs to reduce the risk of exposure to myself and others. I agree to wash or sanitize my hands after using the restroom, sneezing, and coughing, and before eating or preparing meals or sundries for distribution and will properly wear and utilize sterile gloves.

I understand that there is no direct medical health coverage afforded to me during my relationship with Kitchens for Good. Kitchens for Good is not responsible for any potential exposure to Novel Coronavirus, or COVID-19, which is not a direct result of negligence on the part of their employees, volunteers, or the organization. I understand that there is no California State Labor and Industries employment security insurance provided to me. Further, I understand that Kitchens For Good does not assume any responsibility for or obligation to provide me with compensation, remuneration or any other financial assistance, including but not limited to medical, health or disability benefits or insurance of

any nature in the event of my injury, illness, death or damage to my property. I expressly waive any such claim for compensation or liability on the part of Kitchens for Good.

Kitchens for Good is committed to providing an environment for volunteers within their programs that is free of discrimination and unlawful harassment. KFG policy prohibits sexual harassment and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, mental condition, marital status, age, sexual orientation, or any other bases protected by federal, state or local laws or ordinances or regulations. I am aware and agree that volunteers who violate this policy are subject to dismissal from KFG.

In consideration of Kitchens for Good providing myself with the opportunity to perform volunteer activities, I hereby agree, for myself, my heirs, assigns, executors, and administrators, to be legally bound hereby and waive, release, and forever discharge KFG and its nonprofit partner agencies, its officers and directors, members, partners, funders, employees, agents, and volunteers from all liability, causes of action, suits, proceedings, damages, judgments, claims and demands whatsoever arising out of my participation as a Kitchens for Good volunteer.

PHOTO RELEASE I grant and convey to Kitchens For Good all right, title, and interests in all photographs, images, video, or audio recordings of me or my likeness or voice in connection with my provision of volunteer services.

I attest that I am over 18 years of age and warrant that I have the legal authority to execute this agreement. I certify that my attendance and involvement in such activities is wholly voluntary, that I am physically fit and prepared for volunteer activities, and that I am participating at my own risk. I have read the foregoing Waiver and Release, and I hereby give my express consent to the execution of this release and will not revoke my consent. Failure to comply with these written instructions or verbal instructions from staff may result in my volunteer privileges being removed, and I may be asked to leave the premises.

Volunteer Agreement

We are so happy that you have decided to volunteer your time and services to Kitchens for Good! Please affirm your acceptance of the terms of this agreement, stated below, with your signature. Also, please accept our sincere thanks for your valuable contribution to Kitchens for Good

1. **Compensation.** I understand that the services provided as a volunteer are distinct and separate from the services provided as an employee of Kitchens for Good and that I will not receive compensation, payment, benefits or other valuable consideration for the services provided as a volunteer under this agreement.
2. **Release.** I understand that Kitchens for Good shall have the right to release me as a volunteer without prior notice. I understand that I do not have a formal work appointment for these services.
3. **Copyright.** I understand that anything I may create (inventions, copyrightable works, etc.) during my volunteer period shall belong to Kitchens for Good and I hereby assign all my rights and interests in and to such creations to Kitchens for Good
4. **Confidentiality.** While volunteering with Kitchens for Good I agree to abide by all applicable federal, state and local rules and regulations Kitchens for Good follows. I agree to follow Kitchens for Good policies and procedures presented in the Volunteer Handbook. My compliance with Kitchens for Good policies includes the responsibility to respect the highest level of privacy. I agree to not disclose or discuss any confidential information obtained from Kitchens for Good, either during or after my volunteer work with the organization. This includes, but is not limited to files or databases, income figures and staff and other volunteer's personnel data
5. **Best Practice.** I understand that my time with Kitchens for Good may include activities that may be hazardous to me, including, but not limited to, construction activities, loading and unloading of heavy equipment and materials and local transportation to and from the work sites. I agree that as a Kitchens for Good volunteer, I will choose and perform the tasks that are within my physical capability and I will not undertake tasks that are beyond my ability. I will use reasonable care in all that I do.

6. **Liability.** I, on behalf of myself, my heirs and my representatives do hereby expressly and specifically assume the risk of injury or harm in these activities and release Kitchens for Good , its governing board, officers, employees, agents, representatives and volunteers, from all liability for injury, illness, death or property damage resulting from the activities of my time with Kitchens for Good .
7. **Publicity.** I grant and convey unto Kitchens for Good all right, title and interest in any and all photographic images and video or audio recordings made by Kitchens for Good during my work for Kitchens for Good , including, but not limited to, any royalties, proceeds or other benefits derived from such photographs or recordings.

Confirmation of Receipt

I have received my electronic copy of the Kitchens for Good Volunteer Handbook. I understand and agree that this Volunteer Handbook contains important information on the Company's general policies and on my rights and responsibilities as a Volunteer. I agree to familiarize myself with the materials in the Handbook and understand that, as a Volunteer, I must adhere to the rules and procedures contained in this Volunteer Handbook.

Furthermore, this agreement reflects my commitment to support and follow the mission, policies and procedures of Kitchens for Good while volunteering with the agency.

I am aware of the terms and conditions of this agreement and am signing this agreement of my own free will. Further, by signing this agreement I attest to the fact that I am eighteen years of age or older. I expressly agree that this Agreement is intended to be as broad and inclusive as permitted by the laws of the State of California in the United States of America and that this Agreement shall be governed by and interpreted in accordance with the laws of the State of California. I have fully informed myself of the contents of this liability release and assumption of risk.

Volunteer's Signature: _____

Volunteer's Printed Name: _____

Date: _____

**All Confirmations of Receipts must be signed and emailed to
Volunteer@kitchensforgood.org prior to volunteering.**