

Georgia Mountain Food Bank

New Volunteer Orientation



Partner Distribution Organization of The Atlanta Community Food Bank



Welcome to the Volunteer Action Center!

We are thankful you are here! Please review the guidelines below before arriving for your first shift.

Clothing

- Closed toed, closed heel shoes
- Comfortable clothing
- Please be aware of any loose jewelry that could slip off easily

Hand Washing and Gloves

- Before each shift, least wash hands at the VAC sink with hot water and soap for at least 30 seconds.
- Gloves are required if volunteer is wearing nail polish, fake nails or has a bandaged wound.
- Gloves should also be worn if the volunteer has a food allergy.



Best Buy Date

Paying close attention to expiration dates is one of the most important parts of the volunteer job. Each product must be checked for food safety and expiration date.

Dry Goods

- One year from the date of expiration. For example, if the expiration date is 01/01/2018, the product is good until 01/01/2019.

Medication, Supplements, Vitamins

- All items must be **in date** and at least 1 month from their expiration date.

Infant Supplies

- All items must be **in date** and at least 1 month from their expiration date.
- This includes baby foods, medications, and formula.

Tortillas/Taco Shells/Pizza Crusts

- Must be within **3 months** of expiration date.

Shelf Stable Milk/Soy/Nut Milk and Protein Drinks

- Must be within **3 months** of expiration date.



Food Safety

Every item must be inspected to ensure it is still safe before it can be sorted and sent to our partner agencies. Below are guidelines to help you know which items are safe to keep and which need to be discarded.

Items to Throw Away



Cans or items without original labels or nutrition information must be thrown away.



Any item with rust, mold, rot, discoloration or a torn protective seal must be discarded.



Items with tears or seals that have come unglued must be thrown away. These items cannot be taped back close.



Cans with crushed top, bottom, or sides with sharp edges must be thrown away. If the dent is deeper than your finger, it must be discarded.



Jars with dented or swollen lids or broken seals must be discarded. You can check by pushing on the top of the lid.

Food Safety

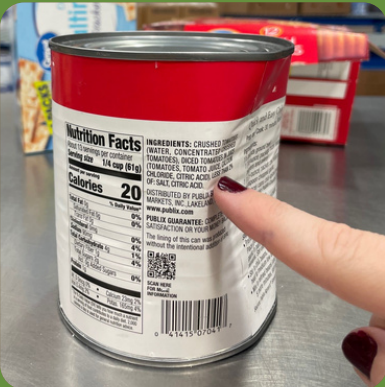
Items to Keep



Items that are missing tops or caps can be kept as long as the sanitary seal is still in place and there is no leak.



Packaged items with opened outer packaging can be kept as long as the inside protective wrap is still in place.



Cans with dents can be kept as long as the top and bottom have not been compromised and there are no sharp edges that may have allowed air in.



Items that have stains or dried food on outside packaging can be kept as long as safety seals are in place.



Categories

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Once an item has been checked and is determined to be safe to keep, it must be sorted into the appropriate category.

1. Baking

- Flour
- Sugar
- Salt
- Cake/Muffin Mixes
- Pancake mixes
- Corn meal

2. Pasta/Pasta Sauce

- Dry unseasoned pasta
- Gnocchi
- Orzo
- Rice & Egg noodles
- All tomato based sauces
- Alfredo sauce

3. Meal Helpers

- Rice
- Meal kits
- Taco shells
- Mashed potatoes
- Mac & Cheese
- Pasta Salad kits

4. Breakfast

- Cereal
- Oatmeal
- Grits
- Cream of Wheat
- Pop-tarts

5. Vegetables

- Corn
- Peas
- Beans
- Carrots
- Canned Potatoes
- Dried beans

6. Snacks

- Granola & Snack bars
- Crackers
- Trail Mix/nuts
- Jerky
- Cookies
- Pop Corn

7. Fruit

- All canned fruit
- Applesauce
- Cranberry sauce
- Dried Fruit
- Raisins

8. Soup & Canned Meals

- All soups & broth
- Canned spaghetti
- Manwich
- Chili
- Beef Stew
- Chicken & Dumplings



Categories

07

Once an item has been checked and is determined to be safe to keep, it must be sorted into the appropriate category.

9. Peanut butter & Jelly

- Peanut butter
- Nut butter
- Powdered peanut butter
- Jelly

10. Canned Meat

- Tuna
- Chicken
- Salmon
- Sardines

11. Miscellaneous #1

- Coffee
- Tea
- Hot chocolate
- Creamers
- Sugar packets
- Coffee Filters

Miscellaneous #2

- Salad Dressing
- Condiments
- Pickles
- Sauerkraut
- Random Food items

12. Soda/Tea

- All sodas
- All teas
- Energy drinks

13. Water

- Water
- Carbonated water

14. Juice

- Fruit juice
- Juice boxes
- Cool-Aid

15. Candy

- All candy items
- Chocolate



Categories

08

Once an item has been checked and is determined to be safe to keep, it must be sorted into the appropriate category.

16. Ramen Noodles

- Bagged Ramen Noodles

17. Cup of Noodles

- All noodles in self contained cooking cup/bowl.

18. Mac & Cheese

- Individual sized mac & cheese cups/packets
- Chef Boyardee cups

19. Oatmeal

- Individual serving packets and cups

20. Pop-Tarts

- All pop-tart brands/flavors

21. Paper Goods

- Paper towels
- Toilet paper
- Tissues

22. Household Items

- Decor
- Paper plates/napkins
- Pots & pans
- Gift Bags
- Toys
- Tin Foil/Plastic wrap
- All misc. items

23. Cleaning Supplies

- Cleaners
- Sponges/Scrubs
- Gloves
- Bleach

24. Medicines/Hygiene

- Over the counter meds
- Vitamins
- Supplements
- Protein Powder
- Soap/Shampoo/Conditioner
- Toothpaste/Toothbrush
- Make-up
- Deodorant



Categories

09

Once an item has been checked and is determined to be safe to keep, it must be sorted into the appropriate category.

25. Infant Supplies

- Must be in-date
- Diapers/pull-ups
- Formula/baby food
- Infant medication
- Bottles/sippy cups
- Additional infant supplies

26. Pet Supplies

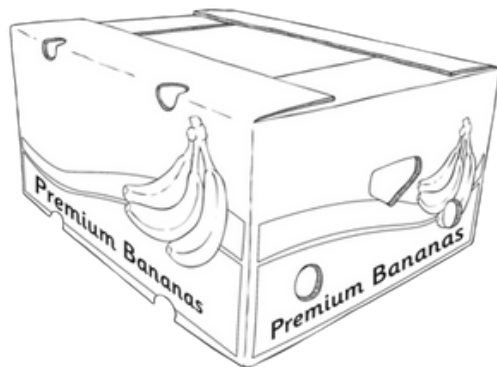
- Pet food
- Pet toys
- Pet treats
- Bird food

27. Charcoal/Fire Wood

- Charcoal
- Fire place logs

Questions

If you have any questions about where an item goes or if it is safe to keep, please ask a GMFB volunteer lead or place the item in the white Question Basket.



Things To Know



Plastic Recycle

All plastic wrapping and bags is recycled into this bag.



Cardboard Recycle

All Cardboard that does not have food residue on it



Food Waste

All items that cannot be sorted into categories must be discarded here.



Wash Station

This sink can be used to rinse off or clean any items that is still safely packaged.



Thank You

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Volunteers make our mission to ensure our communities have access to food possible. We could not do it without you. Thank you for sharing your time, talent and passion with us!



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FOOD BANK
'til no one is hungry

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