



Guidelines for Volunteer Chaperones

Thank you for volunteering at the SF-Marín Food Bank. As a chaperone, you play an important role in helping us ensure a safe, rewarding, and inclusive experience for everyone in your volunteer shift.

Please review these guidelines before your volunteer shift. If you have any questions or concerns, please contact us. We welcome your feedback and questions.

volunteer@sfmfoodbank.org OR 415-282-1900 x 244

Chaperone responsibilities:

- Ensuring the ratio for youth/chaperone is properly met:
 - Ages 4-10, 1 adult for every 1 youth
 - Ages 11-13, 1 adult for every 5 youth
 - Ages 14-18, 1 adult for every 10 youth
- Reinforce safe behavior in the warehouse. Our project leaders will explain safety rules and procedures at the beginning of your group's shift.
- Reinforce warehouse rules and procedures.
- Supervise your group as it moves through the warehouse.
- Accompany youth at all times, including break times.
- Familiarize yourself and your group with off-limit areas, as well as the location of emergency exits.
- Monitor noise levels and participation during projects.
- Help make sure the project area is clean before leaving.

Food Bank staff responsibilities:

- Ensuring volunteer and staff safety within the warehouse.
- Ensuring food safety in accordance with state regulations.
- Giving directions about sorting and packing.
- Overseeing boxing, packaging, and stacking of pallets
- Answering questions about these guidelines, as well as warehouse operations and food distribution.

We at the SF-Marín Food Bank believe that instilling values around community service and giving back is paramount in caring for our community; and that all members of the community can help. That is why we work hard to find suitable tasks for volunteers of all abilities within the framework of our busy warehouse.

Our need is great and every helping hand is appreciated.



Pennsylvania Ave.

Legend

- WDE: Weekday, daytime entrance
- E, WE: Evening and Weekend Entrance
- RR: Restrooms
- BR: Break Room

