

Q: What precautions or safety measures is the FoodBank taking during COVID-19?

- The safety of employees and volunteers is our top priority.
- Anyone entering the building has their temperatures taken and are asked preliminary screening questions by a registered nurse.
- Masks and gloves are required.
- Hand sanitizer is provided and frequent handwashing is encouraged.
- Work areas are limited in size to ensure social distancing between volunteers.
- The facilities are cleaned regularly throughout the day.

Q: How do I sign up to volunteer?

- You can sign up for a volunteer shift online at www.cfbnj.org and visit the Volunteer page for further information.
- Please contact the Volunteer Services Department if you encounter any problems with the sign up and we are happy to help. Send an email to: Volunteer@cfbnj.org

Q: What sort of activities would I be doing?

Warehouse volunteers assist with a variety of tasks including:

- Sorting and repacking food items
- Assembling our Emergency Food boxes, Family Packs and Senior boxes.
- Packaging bulk product into family sized bags
- Some office work/data entry available

Q: When can I volunteer?

Volunteer hours are by appointment during the following times:

- Monday through Friday: 9 am – 12 noon / 1 pm – 3:30 pm
- Tuesday (second Tuesday of the month): 4:30 pm – 6:30pm
- Saturday: 9 am – 11am / 11:30 am – 1:30 pm (Limited summer Saturdays, please check the website for list of available dates).

Q: What is the dress code?

Dress is casual and comfortable (remember that the warehouse is not temperature controlled).

Following items are **not allowed** in the warehouse:

- ***No open-toe shoes***, heels, sandals or flip flops are allowed in!
- ***No Short shorts/short skirts, tank tops, bare midriffs, or revealing clothing***
- ***No Bags of any kind – purse, backpack, cross body bags, etc.***

- ***Any controversial clothing that can be considered derogatory, insulting or otherwise disrespectful to employees or visitors.***

NOTE: It is best not to bring your valuables to the warehouse. However, we do have some lockers available for your use, if necessary. ***The Community FoodBank is not responsible for missing personal belongings.***

Q: What are your warehouse regulations/safety rules?

- No open-toe shoes may be worn in the warehouse.
- No bags of any kind or thermoses may be brought into the warehouse.
- No eating, drinking, running or smoking in the warehouse.
- Volunteers must not remove any products from the premises.
- Volunteers must not touch, handle or operate any warehouse equipment (i.e. hand truck, forklift or golf cart).
- All volunteers should remain in their assigned work areas. Please report to the group leader or CFBNJ staff if you need to leave your work area.
- No more than two youth volunteers should leave the work area at the same time.
- Cleaning up of the work area is part of your volunteer visit.

Q: How do I get there?

For driving directions to our headquarters in Hillside, [click here](#). For public transportation, log on to njtransit.com or call 973-275-5555. Note that the #59, #65 and #66 bus routes all have stops near our location.

Q: Where do I park?

Groups are urged to car-pool or come via their organization's bus or van. There are two parking lots at the building and signage indicating where the lots are.

Q: What are your guidelines for groups and individuals?

- All groups must be registered and scheduled in advance of their shift.
- Group contact/leader should contact the office if any of the details in your confirmation are not correct. Do this at least one week prior to the scheduled date.
- Group leaders should distribute the Warehouse guidelines to everyone in the group.
- Volunteer groups with teens age 14 through 16 must be accompanied by one adult for every 10 teens. Adults must stay with their groups in their assigned work areas. The CFBNJ staff cannot act as chaperones or supervisors.

Q: Can children participate?

Yes. The minimum age is 14, with adult supervision.

- Teens aged 16-17 may volunteer without adult supervision, if they have written permission from their parents on file.
- For the time being we are not hosting Family Days for kids aged 6-11.

Q: What if I need to cancel?

Please notify the Volunteer Services Department by emailing them at volunteer@cfbnj.org

Q: What if more people want to come with my group than signed up?

Please contact the Volunteer Office soon as possible to check on additional availability. We are happy to accommodate, if possible.

Q: Is CFBNJ able to accommodate the special needs of a disabled person as a volunteer?

We occasionally have projects that our special needs volunteers can help with. Please contact the Volunteer Services office to inquire.

Q: Does CFBNJ have a meeting room we can use before or after our volunteer visit?

We are happy to reserve a room if it is available. Just contact the office to check availability. Our meeting room has limited capacity at this time and we aren't able to host large groups. Please do this well in advance, as the schedule fills up very quickly.

Q: Are there any other volunteer opportunities for CFBNJ that are not in the warehouse?

Yes! We have many offsite volunteer opportunities including:

- Collect food and monetary donations at food shows, food drives, concerts and sporting events
- Our annual Turkey Drive in November
- Volunteer at one of our Partner Agencies (see list under "Off-site opportunities")

Please contact Lidza Cassamajor at lcassamajor@cfbnj.org for more information.

Volunteers are always needed for our annual Check-Out Hunger campaign. This opportunity involves setting up and monitoring donation placards in NJ supermarkets every fall and winter. Please contact Lidza Cassamajor at 732-798-5229 or lcassamajor@cfbnj.org.

Q: How do I contact the Volunteer Services Department?

Simply email volunteer@cfbnj.org and someone will get back to you. If your matter requires a phone call, just dial 908-485-4616 and use the auto-attendant to reach a staff member.