



# VOLUNTEER AT THE FOOD BANK

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Feeding 70,000 people in New Mexico every week takes a lot of help from our community. The helpful hands of thousands of volunteers allow us to distribute millions of pounds of food every year. As our supporter, we invite you to take action and volunteer. Your gift of time helps solve hunger for so many New Mexico neighbors in need.

Roadrunner Food Bank seeks volunteers for both **warehouse-based** volunteer activities, and **non-warehouse** volunteer opportunities.

### WAREHOUSE VOLUNTEERS

Warehouse volunteers include individuals, school groups, businesses, civic organizations, faith communities, and other small and large groups. As a warehouse volunteer, your gift of time will help us prep food for distribution to hungry people across the state at our Albuquerque warehouse. Children six years and older are able to volunteer too with the appropriate number of adults accompanying them—see page 2 for details.



### WAREHOUSE VOLUNTEER QUALIFICATIONS

Most volunteers work in a warehouse near large equipment such as forklifts and pallet jacks. Volunteers should be in good health to perform tasks that are often physically demanding. Some tasks involve lifting, carrying, pushing, pulling, bending and reaching. We encourage volunteers to dress comfortably and always wear closed-toed shoes.

### VOLUNTEERING IN THE WAREHOUSE

Join us for one day or several. Volunteer short-term or long-term. The Food Bank has the ability to accommodate large groups of 50 per shift. Warehouse volunteers typically register for a minimum of two-hours, but are also able to volunteer for additional hours. Groups larger than 20 should contact us two weeks prior to their planned visit and coordinate details with our staff.

Please read page 2 about our volunteer policies and information about bringing children and persons with disabilities to volunteer.

### WAREHOUSE VOLUNTEER HOURS/REGISTRATION/CONTACT

- Monday's: 9 am to 1 pm  
Tuesday's—Friday's: 9 am to 4 pm  
Saturday's: 8 am to 2 pm.
- Pre-register at [www.rafb.org/volunteer](http://www.rafb.org/volunteer) using our online registration system.
- Email [givetime@rafb.org](mailto:givetime@rafb.org) or call 505.349.5358 with any questions.

### NON-WAREHOUSE VOLUNTEERS

Those interested in volunteering in a non-warehouse environment are encouraged to visit [www.rafb.org/volunteer](http://www.rafb.org/volunteer) and read about our volunteer opportunities. Please complete the online survey which tells us more about you, your skills, and interests. Our staff will be in touch with you once we've had a few days to review your survey and connect you to the appropriate staff member or department. Please note, we do recruit volunteers to help outside the Albuquerque metro area to support our outreach activities in other communities across the state.

### NON-WAREHOUSE POSSIBILITIES

The Food Bank seeks volunteers to help with special projects, events, outreach activities, at food distributions, office support, and much more. Our online volunteer descriptions will give you an idea of the type of volunteer help and support we are seeking.

### CONTACT FOR NON-WAREHOUSE VOLUNTEER OPPORTUNITIES

[katy.anderson@rafb.org](mailto:katy.anderson@rafb.org) or call 505.349.5344



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Albuquerque, NM 87109  
505.247.2052

[www.rafb.org](http://www.rafb.org)

505 S. Main Street, Suite 149 A  
Las Cruces, NM 88001  
575.523.4390



# VOLUNTEER AT THE FOOD BANK

## WAREHOUSE VOLUNTEER POLICIES

- All shoes must be closed toed with no open backs
- All shirts must have sleeves (no muscle shirts)
- Shorts and skirts must be mid-length or mid-thigh
- No overly loose pants are allowed
- Cell phone use is limited to the front lobby
- No headphone use is allowed in the warehouse
- Purses and bags should be left and secured in your vehicle
- Horse playing is not allowed
- Volunteers may not ride or operate forklift equipment
- No personal food or drink is allowed in the warehouse

## WAREHOUSE VOLUNTEERS - CHILDREN AND PEOPLE WITH DISABILITIES

- Disabled volunteers must have 1 adult for every 2 disabled volunteers. Staff are able to work with up to 4 disabled volunteers per volunteer shift.
- Wheelchair bound volunteers should bring an adult with them during their volunteer experience
- **Children and Teens**
  - 6-10 year olds must have 1 adult per 3 children
  - 11-15 year olds must have 1 adult per 6 teens
  - 16-17 year olds who register as individuals may volunteer without an adult (unless the activity is a school sponsored activity)
  - School groups with children older than 6 **MUST** be accompanied by staff and parents of the school. The appropriate number of adults should accompany the group as noted above.
  - Our staff is able to accommodate up to 20 children and teens per volunteer shift
  - Adults supervising younger children 6-8 in age should limit volunteer time to 1.5 hours per visit.

## WAREHOUSE COURT MANDATED VOLUNTEERS

- Must show ID
- Must also present paperwork from the court or probation officer

## WE RESERVE THE RIGHT TO

- Cancel any group or individual that does not follow the safety rules
- Turn away groups or individuals who do not meet the dress code
- Cancel/suspend volunteers at any time



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