



VOLUNTEER AGREEMENT SIGNATURE PAGE

PLEASE PRINT CLEARLY

Volunteer Name: _____

Nickname (if any): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date of Birth: _____ Gender: _____

REQUIREMENTS TO VOLUNTEER:

EMERGENCY CONTACT:

Please fill out the Emergency Contact Form using the QR Code to the right.



FOOD SAFETY QUIZ:

A food handlers' card is no longer needed to volunteer. Instead, a food safety quiz must be completed. To access the quiz, scan the QR code to the right. It should take 15 minutes to complete. Once finished, the volunteer coordinator will verify the completion of this requirement.



VIRTUS:

Virtus is a safe environment class and is required by the Diocese of Wichita for all volunteers 18+ in an effort to prevent child sexual abuse. It is a very heavy topic, but it is necessary for our volunteers to complete due to the nature of serving such a vulnerable population. If you have not already completed this class, reach out to volunteer@thelordsdiner.org for more information to sign up for a Virtus class that we offer.

Organization or Church group that you plan on volunteering with at The Lord's Diner (if you are not a part of a group, please write "Individual"):

Please circle/check your availability:

_____ Prep: 10-1pm Monday through Sunday (Broadway location)

_____ Serving: 5-7:30pm Monday through Sunday (Broadway or Hillside location)

_____ Trucks: 3:45 -6:05pm Monday through Friday (Evergreen, Hilltop, or Atwater trucks)

_____ Check if you have completed VIRTUS training (staff will verify date)

I have read, understand, acknowledge, and align myself with the Physical Demands, and Code of Conduct listed on the Volunteer Agreement form (on the back side).

Volunteer Signature: _____ Date: _____

STAFF USE ONLY:

_____ Background check (Kasper, NSOPW, KBI) performed on: _____

_____ Food Handler training completed on: _____

_____ VIRTUS training completed on: _____

Volunteer Agreement form on back side



VOLUNTEER AGREEMENT

PHYSICAL DEMANDS and EXPOSURES

Providing several hundred people with a nourishing meal in a friendly and efficient environment requires energetic volunteers. Volunteers agree to the following physical demands:

1. Work type: Light - exerting up to 25 pounds of force occasionally, up to 10 pounds of force frequently, and/or a moderate amount of force constantly.
2. Climbing/Balancing/Freedom: Prolonged standing and constantly required to move about kitchen and dining hall. Sit about 10 percent of the time.
3. Stooping/Bending: Frequent.
4. Reaching: Continual - overhead as well as horizontal and down.
5. Vision: Adequate - to perform essential functions.
6. Color vision: No particular color vision requirement.
7. Hearing: Adequate - to perform essential functions. Frequently express ideas through spoken words.
8. Eye/Hand/Foot Coordination: Occasionally operates equipment requiring moderate ability.
9. Manual Dexterity: Occasionally operates equipment requiring moderate ability.
10. Exposures: Regular contact with commercial kitchen equipment, cleaning solutions and food.
11. Parking: We have a well-lit parking lot for your convenience & safety, located northeast of The Diner. Overflow parking is available on our southwest corner lot of Central/Broadway.

CODE OF CONDUCT

In the best interest of the staff, volunteers and guests of The Lord's Diner, all volunteers must agree to the following:

1. I have no direct or indirect interest in the assets, leases, business transactions, or professional services of The Lord's Diner except in the course of my volunteer duties. I am not receiving payment for my volunteer duties at The Lord's Diner.
2. I have not received honoraria or preferential treatment in application for and receipt of The Lord's Diner services.
3. I have not and will not conduct private practice or the business of my employment while serving at The Lord's Diner.
4. I will respect the personal dignity of all people and maintain appropriate professional boundaries.
5. I will use appropriate judgment marked by personal and professional integrity to ensure safe and trusting relationships when working with minors.
6. I shall maintain only professional, appropriate relationships, and not become socially or emotionally involved with guests of The Lord's Diner. I will not meet guests off the property or transport guests off property of The Lord's Diner. I will not exchange money with the guests of The Lord's Diner.
7. I shall maintain confidentiality of The Lord's Diner business and all information about the guests except required by regulations of The Lord's Diner.
8. I shall discuss with the Volunteer Coordinator or the Director my concerns or questions I have regarding the Code of Conduct prior to serving at The Lord's Diner.
9. I will not use electronic devices (including cell phones, iPods, cameras, video recorders) while volunteering at The Lord's Diner without the direct permission of The Lord's Diner staff.
10. I understand that I must comply with the volunteer policies of both The Lord's Diner and the Catholic Diocese of Wichita.

I have read, understand, acknowledge and align myself with the Physical Demands and Code of Conduct on this Volunteer Agreement form.

Volunteer Signature

Date