



## WELCOME TO THE ANIDA FOODBANK

We are thrilled that you and your team have chosen to join us in serving others! It is really a community effort to keep our programs running and available to those that need it most. Thank you for contributing your efforts and time. We know that by working together we can make a world of difference!

### FIRST DAY GUIDELINES:

- We are located at 4401 Steeles Avenue West, Toronto. The entrance is into a parking lot off Norfinch (the GPS may show otherwise). The food bank is located on the South side of the building; you will see it on the left side of the parking lot.
- The food bank is a large open space, that is heated and cooled, however the doors and garage door are opened often which helps with air flow. It is recommended to layer your clothing so that it can easily be removed/put back on.
- Please wear close-toed shoes, and comfortable clothing that can get a little dirty as you will be lifting boxes and handling food.

### VOLUNTEER REGISTRATION:

<b>NAME:</b> _____ <i>(First)</i> <i>(Last)</i>	
<b>EMAIL ADDRESS:</b> _____	<b>PHONE:</b> _____
<b>IN CASE OF EMERGENCY PLEASE NOTIFY:</b>	
Name: _____	Relationship: _____
Phone: ( ____ ) - ____ - _____	Alternate Phone: ( ____ ) - ____ - _____
Are you physically able to assist with lifting items that are 15-20 kgs? <span style="float: right;">Yes / No</span>	
Do you have any health or medical concerns that we should be aware of? <span style="float: right;">Yes / No</span>	
Details: _____	

### EXTENDED AREAS OF INTEREST:

*I would like to be contacted to hear about or assist with special events or other volunteer opportunities.*

Please identify areas of skill and/or interest:				
<input type="checkbox"/> Media & Communications	<input type="checkbox"/> Culture & Languages	<input type="checkbox"/> Administration	<input type="checkbox"/> Education	<input type="checkbox"/> Social Justice
<input type="checkbox"/> International Development	<input type="checkbox"/> Women's Rights	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Community	<input type="checkbox"/> Business
<input type="checkbox"/> Fundraising & Events	<input type="checkbox"/> No preference	<input type="checkbox"/> Other _____		

*I certify that all the above information is true and correct to the best of my knowledge, and no intentional omission was made.  
I understand that false or misleading information may result in the termination of my volunteer status with ANIDA.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## MEDIA CONSENT:

Without expectation of compensation or other remuneration, now or in the future, I hereby give my consent to All National International Development Agency (ANIDA), its affiliates and agents, to use my image and likeness and/or any interview statements from me in its publications, advertising or other media activities (including the internet). This consent includes, but is not limited to:

- a) Permission to interview, film, photograph, tape or otherwise make a video reproduction of me and/or record my voice
- b) Permission to use my name; and
- c) Permission to use quotes from the interview(s) (or excerpts of such quotes), the film, photograph(s), tape(s) or reproductions(s) of me, an/or recording of my voice, in part or in whole, in its publications, in newspapers, magazines and other printed media, on television, radio and electronic media (including the internet), in theatrical media and/or in mailing for educations and awareness.

This consent is given in perpetuity and does not require prior approval by me:

(Signature) \_\_\_\_\_ Date \_\_\_\_\_  
Name (printed): \_\_\_\_\_ Social Media Handle: \_\_\_\_\_

## CONFIDENTIALITY:

The volunteer acknowledges that through their responsibilities and their negotiation with ANIDA, they will acquire confidential information concerning the operations and affairs of ANIDA.

For the purpose of this agreement, "confidential information" includes but is not limited to:

- a) A membership and sponsorship program information including names and contract information;
- b) Operational information;
- c) Financial information, including particulars of ANIDA's funding sources;
- d) Documents, records or other information concerning ANIDA's strategies to fulfill its objects;
- e) Information relating to ANIDA's various employees, vendors and contractors including employment status, personnel records, performance information, compensation information and job history;
- f) Privileged information, including advise received from professional advisors such as legal counsel and financial advisors; and
- g) Information contained in manuals, training materials, plans, drawings, designs, specifications, and other documents or records belonging to ANIDA, even if such information has not been labeled or identified as confidential.

The volunteer acknowledges disclosure of confidential information would be highly detrimental to ANIDA's best interest and agrees, at all times following execution of this agreement, whether before, during or after their employment with ANIDA:

- a) To exercise all due and diligent precautions to protect and maintain the integrity of confidential information;
- b) No to retain, disclose, publish or disseminate to any unauthorized person, at any time following execution of this agreement, whether before, during, or after their employment with ANIDA, confidential information that includes but is not limited to the information set out above;
- c) To refrain from making copies of confidential information without ANIDA's express permission;
- d) Not to remove from ANIDA's offices any confidential information without express permission;
- e) Not to make improper use, directly or indirectly, of confidential information;
- f) To safeguard against unintentionally disclosing confidential information (e.g. by not discussing confidential information in public or on a cell phone and by not working with confidential information on a laptop in public, or by transmitting such information by unsecured means);

I, \_\_\_\_\_ acknowledge and agree to uphold all elements contained in this confidentiality agreement.

(Sign) \_\_\_\_\_ (Date) \_\_\_\_\_

## Health & Safety Guidelines

### PROPER LIFTING TECHNIQUE

Follow these tips to avoid compressing the spinal discs or straining your lower back when you are lifting:

- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat down**, bending at the hips and knees only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and don't twist as you lift.
- **Hold the load** as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down** your load carefully, squatting with the knees and hips only.
- **Walk forward** with the object. Never backwards
- **Check to see** that your path way is clear before lifting and walking with an object.



Keep in mind:

- **Do not attempt** to lift by bending forward. Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift.
- **Never lift a heavy** object above shoulder level.
- **Avoid turning** or twisting your body while lifting or holding a heavy object.
- **Check the approximate** weight of the object prior to lifting
- **Do not attempt** to lift a heavy load by yourself. As for assistance or use a mechanical lifting device if authorized

### PROPER USE OF UTILITY KNIFE

- **Establish a balanced** body position. Place the items on a stable, firm worksurface
- **Look at the cut line.** Do not get distracted by talking to other people.
- **Place your non-cutting** hand on the opposite side of the box, away from the cutting line.
- **Do not draw** the knife toward yourself. **Cut away from yourself.**
- **Do not put** too much pressure on the blade.
- **Do not cut** more than the knife can handle.
- **Store the knife** properly with the blade retracted.
- **Use** required proper PPE.
- **Inspect the knife** before use. Do not use if loose, broken or if the blade is dull.
- **Follow manufacturer** instructions for changing the blade.
- **Dispose** of dull or broken blades in a designated garbage bin
- **Do not use** a utility knife on loose objects.
- **If handing** a utility knife to someone else pass him or her the handle (with the blade retracted fully).



### PERSONAL PROTECTION EQUIPMENT AND SAFETY PERCAUTIONS FOR COVID, FOOD HANDLING ETC.

- **Masks and** plastic gloves must be worn at all times and will be provided.
- **Works stations** are set up 2 meters apart however in some instances this is not possible.
- **Masks, gloves and hair** nets are required for packaging bread. Please have long hair pulled back.

I \_\_\_\_\_ have read and understand the Health & Safety Guidelines.

Signature: \_\_\_\_\_