



311 Willow St.
San Jose, CA 95110
(408) 293-6111

WWW.MARTHAS-KITCHEN.ORG

TAX ID: 91-2091094

Dear Volunteer,

Thank you so much for volunteering at Martha's Kitchen. Martha's Kitchen exists because of the commitment of people like you who want to support our mission of "feeding the hungry". We value your services, and we will do our utmost to make your time here at Martha's Kitchen a rewarding, productive and safe experience.

Please read the attached general and safety guidelines that we all abide by at Martha's Kitchen. Please review these guidelines, and turn in the signed document to the office. You may retain a copy. Feel free to ask for any clarification you need. If you are under 18 years of age, you must have a parent/guardian sign the form to ensure they agree to support you in adhering to these guidelines.

If you are volunteering to satisfy community service requirements, please be here by 3:30 and stay until 5:30 to help with clean-up. In order to be credited for the two hours each day, you'll need to bring the form from your school or other institution, and have the person in charge sign off on your volunteer hours before you leave.

We are pleased to welcome you to Martha's Kitchen. You will meet some wonderful people who depend on us for a warm and nutritious meal. Some of our clients recently came to this country, there are single parents with little children, some are seniors on limited income, and there are those who currently live on the streets. All are in need of a hot nutritious meal, a smile and a warm welcome from someone like you.

Thank you again for your support of Martha's Kitchen. And "like" us on our Facebook page (Martha's Kitchen, San Jose) so that we can continue to stay in touch.

Very truly yours,

Edita Cruz
Executive Director

Volunteer Guidelines and Acknowledgment

Welcome to Martha's Kitchen. Our volunteers are very important to us, and are critical to our mission to "feed the hungry". To ensure that everyone has a rewarding and safe volunteer experience, please **review and acknowledge receipt** of these rules. It is our belief that all clients coming to Martha's Kitchen should be treated politely and with respect. We need you to share this belief as a valued volunteer of Martha's Kitchen.

1. Martha's Kitchen operates a drug and alcohol-free environment. Smoking is also prohibited in the premises at all times including the parking lots.
2. Our staff will give you direction, so please complete duties as assigned. Ask for help, as needed.
3. We want a safe and healthy environment for everyone, so please be aware of the following:
 - a. You are expected to exercise caution in all activities including the use of knives, lifting, opening cans and jars, dealing with hot items, walking in wet/slippery areas, etc. Report to management immediately any unsafe practice or condition you notice.
 - b. Volunteers must wear closed-toe, non-skid shoes. Please have hair cover (baseball caps, hair nets, etc.,) at all times.
 - c. Wash your hands often, and always wear clean gloves. Replace gloves between tasks, after breaks, returning from the restroom, or whenever they have been in contact with harmful organisms, e.g., after coughing.
 - d. Use proper lifting techniques, using your legs to push upwards, keeping your back straight and body balanced. Solicit the help of another person to lift objects over 20 pounds or any weight which is potentially hazardous to you. Please always ask for help if you need assistance.
 - e. If an injury occurs to you or someone else, report it immediately to a staff member.
 - f. Leave all your personal belongings, purses, backpacks, computers, etc., in your vehicle or at home. Martha's Kitchen cannot assume any responsibility for damage to or loss of the personal property of volunteers.
 - g. Martha's Kitchen prohibits all types of harassment. All such harassment will not be tolerated. It is critical that you let management know immediately if you feel that this is happening to you.
 - h. Please dress appropriately. Any clothing apparel with potentially offensive language/pictures is not permitted.
 - i. Volunteers must act in a professional manner at all times while at Martha's Kitchen. Foul/rude language and unprofessional conduct is prohibited.
4. If you need to leave before the end of a shift please advise a staff member.
5. All Martha's Kitchen property including lockers, aprons, knives, food, etc. must be used for its intended purpose. Unless authorized by a staff member, volunteers are not authorized to remove or otherwise misuse such property.
6. Cell phones and any electronic devices must be used with discretion. Management may ask that you stop or refrain totally from use of such equipment as it deems appropriate.

I understand and agree to abide by these guidelines while I am a volunteer for any Martha's Kitchen activity. By my signature below, I release Martha's Kitchen without limitations from any liabilities, damages, claims, legal claims and fees.

Volunteer Name (Print): _____ Phone: _____
Email: _____ Group Name _____
Team Leader _____ Would you like to be updates on Martha's Kitchen? Yes No
Volunteer Signature _____ Date: _____
Emergency Contact _____ Phone: _____

For Volunteers under the age of 18

Parent/Guardian Name (Print/Signature) _____