

**FEEDING  
SAN DIEGO**  
Waiver and Release of Liability

Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_ @ \_\_\_\_\_  
(First) (Last)

Mailing Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Group Name: \_\_\_\_\_ I want to receive monthly e-newsletter \_\_\_\_\_

**Emergency Contact**

In case of emergency please contact: \_\_\_\_\_ Phone: \_\_\_\_\_

**Policies and Procedures that I agree to follow:**

- **Closed-toe shoes are required to enter distribution center – tennis or running shoes work great!**
- Wear proper work clothes (clothes you do not mind getting dirty).
- No jewelry that poses a food safety hazard is allowed in our food handling facility.
- Feeding San Diego will not be responsible for any missing personal belongings, please leave valuables at home.
- All volunteers must sign in and wear a name tag before volunteering begins.
- Eating or drinking is permitted only in the break room.
- Wash your hands before and after handling food items. Even when wearing gloves.
- Running, horseplay, riding pallet jacks, and stepping on pallets is a safety hazard and not permitted.
- Safety is our first priority, please be mindful of the forklifts, using proper lifting techniques, and use caution at all times.
- Food and other products may not be removed from the warehouse. No throwing or horseplay with food.
- Use proper lifting techniques: when lifting heavy objects, use your legs to push upwards, keep your back straight and your body balanced. Never attempt to lift more weight than you can comfortably manage.
- Report any accidents or injuries immediately to Feeding San Diego staff.
- Sexual harassment, violence, or disrespectful conduct will not be tolerated.
- Court Ordered Volunteers must be approved by the Volunteer Programs Manager prior to any volunteering.
- No one under the influence of drugs and/or alcohol will be permitted to volunteer.
- Only trained staff and designated Team Leaders are allowed to operate forklifts, pallet jacks, and other machinery.
- No cell phone usage or headphones in the distribution center (please return to the volunteer center). Emergency phone calls may take place in the Phone Zone in the volunteer area.
- Volunteers are responsible for cleaning up their area.
- Please use the correct trash receptacles; recycling is very important to Feeding San Diego!

**Waiver, Attestation, and Release of Liability**

In connection with my voluntary involvement in activities undertaken for, and / or with the participation and support of Feeding San Diego, I, the undersigned, hereby agree, for myself, my heirs, assigns, executors, and administrators to release and discharge Feeding San Diego and its nonprofit partner agencies, its officers and directors, members, partners, funders, employees, agents, and volunteers (Releasees) from all claims, demands, and actions from injuries sustained to my person and / or property as a result of my involvement in such activities, whether or not resulting from negligence. I agree to release and hold Feeding San Diego and its Releasees harmless from any cause of action, claims or suit arising there from. I hereby attest that my attendance and involvement in such activities is voluntary, that I am participating at my own risk and that I have read the foregoing terms and conditions of this release. I understand in the case of accident or injury that my health insurance is the primary insurance coverage. I hereby confirm, represent and warrant that I have never been **charged with or convicted of any crime involving or relating to child abuse or neglect, child pornography, child abduction, or any other violent offense, including kidnapping, domestic violence, rape or any sexual offense, or have ever been ordered by a court to receive psychiatric or psychological treatment** in connection therewith. I agree that I will perform activities that I am comfortable performing and will follow all instructions. I also grant full permission for Feeding San Diego and their Releasees, to forever use photographs, video or audio recordings, or quotations from me in legitimate accounts and promotion of Feeding San Diego activities, with or without identification of me by name, and without compensation. This includes Feeding San Diego's website, Facebook, Twitter, and other social media and media sources. In the course of volunteering at Feeding San Diego, I understand that I may work with confidential information. I agree to keep such information in the strictest confidence. I agree to abide by the volunteer policies and procedures outlined above.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release of Liability for Minors:** I, the undersigned parent or guardian of a minor participating with or without me, attests that I am over 18 years of age and warrant that I have legal authority to execute the above agreement on my child or legal ward's behalf. I have read the foregoing Waiver, Attestation, and Release of Liability and I hereby attest to the declarations therein, and give my express consent to the irrevocable execution of this release on my child / legal ward's behalf.

Parent or Legal Guardian:

# POLICY

## Feeding San Diego

### Basic GMPs

Feeding San Diego (FSD) operates as a food storage and processing facility under FDA cGMP's (current Good Manufacturing Practices). The following food safety requirements are put in place to ensure that all processing, repacking or otherwise handling of exposed food products are as safe as possible for human consumption.

GMPs provide Feeding San Diego and its volunteers/vendors with guidelines to help ensure our facility continues to produce and distribute high-quality product. Our distribution partners, agencies, and consumers rely on us to deliver a safe and quality product every time.

#### **The GMP zones are identified by:**

- Clean white lines painted on the floor outlining the entire GMP zone.
- The sorting room, reclamation room, and volunteer area located in the South portion of the building and are included in the GMP zone as well.

As a volunteer/vendor of Feeding San Diego (FSD) you are required to follow all GMP guidelines.

Below are basic GMPs that all FSD staff, volunteers/vendors and partners are required to follow when inside our facility (please note: not all facilities may have the same requirements as Feeding San Diego). To ensure proper procedures, be sure to read and understand all policies. If at any time you have questions about specific GMPs for Feeding San Diego, please contact a member of the FSD Operations team.

### **Personal Requirements**

- All visiting personnel must sign in with receptionist, unless entering our facility after normal business hours (must be pre-approved and hold current access card and alarm code).
- All volunteers must sign in on the iPad or sign in sheet for volunteer shift.
- Cuts and abrasions must be completely covered when working in a food handling or processing area.
- No jewelry that poses a food safety hazard is allowed in our food handling facility.
- Hand washing is required before entering the facility and after visiting the restroom, using cleaning product, and eating or drinking.
- Tobacco and tobacco-related products are prohibited at all times.
- Food and drink are to be consumed in breakrooms **only**. Uncovered allergen foods (listed below) are strictly prohibited in our GMP zone due to the possibility of cross contamination with product in the FSD warehouse.
  - **The "Big 8" Allergens – milk, wheat, fish, soy, eggs, peanuts, shellfish, tree nuts**
- No chewing gum is allowed.
- A clean and neat uniform/attire is required at all times. Shoes must be closed-toed.
- Safety gear such as glasses/goggles, gloves, and other protective gear are to be worn when necessary.
- Volunteers must change gloves after changing task, using the restroom or using cell phone.
- Electronic devices (radios, CD players, MP3, iPods, etc.) and headphones are not allowed

while performing services.

- Cell phones may be carried in the facility, but may not be used within the GMP zone. Walk with your head up at all times and stay alert.

### **Housekeeping**

- Propped doors allow rodents, insects and dirt to enter the facility. Never prop doors open.
- Work in a clean, safe, and professional manner.
- Acknowledge and follow all signage throughout the FSD facility.
- Do not tamper with any pest control devices, food product, or infrastructure unrelated to your duties.
- If applicable, return all FSD supplies/tools used during your visit back to its original place before leaving the facility.

### **Glass and Brittle Plastics**

- Glass and brittle plastics are not allowed in our food handling facility. If you have a piece of equipment with glass (e.g. flashlight w/ glass lens), notify an FSD Operations staff member for approval prior to entering the GMP zone.
- All broken glass or shattered plastic must be reported immediately.

**Please sign and date below that you have read, and understand and agree to the Good Manufacturing Practices.**

***Print Name:*** \_\_\_\_\_

***Company:*** \_\_\_\_\_

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

***Date:*** \_\_\_\_\_

### **Feeding San Diego Staff Only**

***Print Name:*** \_\_\_\_\_

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

***Date:*** \_\_\_\_\_