



Volunteer Personal Hygiene & Safety SOP

Purpose: To provide a procedure that governs the volunteers who package all prepared foods. This will help to create an environment that is consistent with food safety guidelines, and the safety of all volunteers while in the HHCK

Scope: All registered Helping Harvest Community Kitchen volunteers who are involved in the “plating” of the prepared foods in preparation of freezing the meals.

Procedure: HHCK volunteer leader will provide the following practice in educating the HHCK volunteers

1. All Visitors must register on the volunteer portal.
2. Must check in with Chef Amanda or Chef George after using the kiosk.
3. Volunteers will be allowed lockers if needed, all volunteers must leave all their personal belongings in the locker room. Including cell phones
4. Volunteers must remove all jewelry (except plain wedding bands), lanyards or any other personal items that can become hazardous when operating the Oliver packing machine or lost when portioning & packaging the food.
5. All volunteers will be provided with the following PPE before entering the kitchen and packaging room. PPE must include; Hairnet, Beard Net, Single Use Disposable Gloves (available powdered free vinyl gloves all sizes), Apron and Towels
6. ALL PPE must be worn when in the kitchen/packaging area and removed each time they leave the packaging/kitchen area.
7. After hairnets, beard nets and aprons are on, all volunteers must wash hands at hands washing sinks in accordance to Handwashing SOP (please see handwashing SOP for reference)
8. NO APRONS IN THE BATHROOM EVER!!!
9. If volunteers leave packaging area, must wash hands upon their return