



VOLUNTEER AT THE FOOD BANK



Albuquerque Branch
5840 Office Blvd NE
Albuquerque, NM 87109
505.247.2052

www.rrfb.org

Southern Branch
2001 Copper Loop
Las Cruces, NM 88005
575.523.4390

VOLUNTEER AT THE FOOD BANK

Volunteers make it possible for us to distribute nearly 30 millions pounds of food annually across New Mexico. Every week, 70,000 people benefit from the food Roadrunner provides through our network of hundreds of partner agencies and direct service programs.

Much of the food at the Food Bank must be prepped prior to distribution. Volunteers are key in helping us make that happen! We invite you to volunteer with us.

How Volunteers Help

- Sort food
- Pack food boxes
- Prep recycling
- Plan events and coordinate special projects
- Assist clients applying for SNAP benefits
- Sort produce
- Perform custodial duties
- Provide office support
- Repack bulk foods
- Pull orders
- Glean produce

Volunteer Qualifications

Most volunteers work in a warehouse near large equipment such as forklifts and pallet jacks. Volunteers should be in good health to perform tasks that are often physically demanding. Volunteers also help with office work, events, attend food distributions assisting with SNAP benefit applications, special projects and more. Volunteers also help glean produce at homes, gardens and orchards during the growing season.

Who Volunteers

Join us for one day or several. Volunteer short-term or long-term. Individuals, groups, schools, families, and companies are all welcome to volunteer. Read our volunteer policies and information about bringing children and special needs persons to volunteer on page 2.



The Food Bank has the ability to accommodate large groups of 50 in the warehouse per shift. Warehouse volunteers typically help two-hours or more. Groups larger than 20 should contact us two weeks prior to their visit to schedule a day and time to help.

Warehouse Volunteer Hours

- In Albuquerque: Monday – Friday 8 am to 4 pm and Saturday 8 am to 2 pm
- In Las Cruces: Email amanda.cuba@rrfb.org or call 575.323.5150 for availability.

Sign up to volunteer online - www.rrfb.org/volunteer. If you use our online registration system, you will receive a confirmation email for scheduled or modified visits. If you do not receive a confirmation email, your appointment or change has not taken effect.

You can also email or call us to schedule time to volunteer.

Contact in Albuquerque

Candace Baca: 505.349.8837, candace.baca@rrfb.org
Tonica Overton: 505.349.8841, tonica.overton@rrfb.org

Contact in Las Cruces

Amanda Cuba: 575.323.5150, amanda.cuba@rrfb.org



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VOLUNTEER POLICIES

- All shoes must be closed toed with no open backs
- All shirts must have sleeves (no muscle shirts)
- Shorts and skirts must be mid-length or mid-thigh
- No overly loose pants are allowed
- Cell phone use is limited to the front lobby
- No headphone use is allowed in the warehouse
- Purses and bags should be left and secured in your vehicle
- Horse playing is not allowed
- Volunteers may not ride or operate forklift equipment
- No personal food or drink is allowed in the warehouse

VOLUNTEERS WITH CHILDREN AND PEOPLE WITH DISABILITIES

- Disabled volunteers must have 1 adult for every 2 disabled volunteers. Staff are able to work with up to 4 disabled volunteers per volunteer shift.
- Wheelchair bound volunteers should bring an adult with them during their volunteer experience
- **Children and Teens**
 - 6-10 year olds must have 1 adult per 3 children
 - 11-15 year olds must have 1 adult per 6 teens
 - 16-17 year olds who register as individuals may volunteer without an adult (unless the activity is a school sponsored activity)
 - School groups with children older than 6 **MUST** be accompanied by staff and parents of the school. The appropriate number of adults should accompany the group as noted above.
 - Our staff is able to accommodate up to 20 children and teens per volunteer shift
 - Adults supervising younger children 6-8 in age should limit volunteer time to 1.5 hours per visit.

COURT MANDATED VOLUNTEERS

- Must show ID
- Must also present paperwork from the court or probation officer

WE RESERVE THE RIGHT TO

- Cancel any group or individual that does not follow the safety rules
- Turn away groups or individuals who do not meet the dress code
- Cancel/suspend volunteers at any time

