

# RUNNING THE VOLUNTEER INDUCTION

## Introduction

- Introductions: meet and greet (icebreaker if you want)
- What is purpose of community fridge, what does it look like
- 'Tour' of fridge, if appropriate

## Keeping the fridge clean and safe

- What foods can go in (nothing past 'use by' date, best before OK, no meat/fish/booze/cooked rice)
- Cleaning requirements:
  - daily check of temperature and fridge contents is environmental health requirement and very important
  - temperature must remain 0-5C, all food needs to be thrown out if over 8C, turn temperature of fridge up/down if outside safe range
  - any food that should not be in the fridge should be thrown out
  - daily cleaning of any messy bits, wipe down handle of fridge, use paper towels and disinfectant spray
  - look out for signs of pests
  - fill in forms
  - weekly deep clean: take everything out of fridge, wipe down entire fridge with disinfectant spray, wipe outside of fridge and floor
- Fridge coordinator should have Level 2 food safety certificate (£12 online); may wish to also have for other volunteers
- Read and sign hygiene information and sign

## Picking up food

- What businesses are providing food and when (this should be organised before the volunteer meeting)
- Typical round: explain whether pick-up by car or on foot, how many suppliers, whether rounds vary from day to day etc.
- Dealing with store staff/politeness: supermarket staff are very busy and see this as yet another chore that they have to do, need to be punctual, let them know if you can't make it, be courteous to the staff, expect staff change-overs (and may need to 'train' staff over time)
- What to take from the stores:
  - no need to take everything
  - don't take any food that can't go into the fridge (past 'use by', meat etc.)

- there will often be too much bread – take only xxx loaves (this may increase as more people start to use the fridge)...
  - ... but people tend to take lots of pastries!
- Dropping off food at the fridge: weighing food, filling in form
- Stuff to put on any shelving (bread, potatoes, bananas, non-perishables) v. in the fridge (everything else)

#### Safety and safeguarding

- Some users of the fridge may have mental health problems, history of begging etc., so need to take care of yourself and of them
- Provide first name only, no other information
- Do not give money
- Don't deliver if feel unsafe; consider working as a team or having a lone worker protocol (tell someone where you are and when you will phone them; if you don't phone them back, they phone you; if you don't answer they phone the police)
- If a fridge client says something that suggests that they could be a risk to themselves or others (e.g. 'I'm going to kill myself', 'I'll break his \*\*\* neck'), you need to tell the police

Fill in volunteer form, agree days of week (if possible) or get preferences