



Flint Hills BREADBASKET

Staff/Volunteers Utilization of The Market

Policy Statement:

This policy outlines the guidelines and expectations for both volunteers and staff utilizing services at Flint Hills Breadbasket's, referred to as "The Market." The primary focus is to ensure fairness, consistency, and integrity in the distribution of food, hygiene items, and other goods to guests, volunteers, and staff.

Definition:

General Guidelines:

- Individuals/Households must qualify for services under FHBB's current requirements and follow guest intake procedures, facilitated by the Market Manager.
- Food, hygiene items, and other products obtained from The Market are not to be used as compensation for volunteer or staff time.
- Volunteers and staff who choose to shop at The Market as guests are required to adhere to the same policies and guidelines applicable to non-working guests at FHBB.
- Shopping will occur during normal hours of The Market.
- Items available in The Market and on the shelves of the Hygiene Room are the only items that volunteers, and staff can access during their shopping.

Regulations:

Shopping Procedures:

1. **Sign in to Shop** - Volunteers and staff can sign in after the "First Group" (the line outside) completes the sign-in process. Signing in to the shop ensures accountability and record-keeping.
2. **Wait for Name to be Called** - The Market Caller will call the name when it is time to shop.
3. **Shop The Market** - During shopping, volunteers and staff are expected to select items available to all guests. There can be no reserved or items set aside by a volunteer.
4. **Put away Items** - After shopping, volunteers and staff can use a suitable location to store items chosen or take items to their vehicle while finishing their shift. Items should be labeled if stored within FHBB.
5. **Finish Shift** - Volunteers and staff will finish their regularly scheduled shift, then take items home.

Reserving and Saving Items:

- Items cannot be set aside or saved for any reason, including but not limited to saving for other guests, volunteers, or staff shopping as guests.
- Volunteers and staff are not allowed to reserve items for themselves or other staff/volunteers before, during or after shopping hours.

- Staff and volunteers with staff instructions may set certain items aside for various reasons, including but not limited to dietary restrictions (gluten free, halal, vegan, etc.), allergies, spreading resources throughout the shopping period, etc. FHBB's Market Manager and staff will make those decisions as they arise.
- Single items or any number of items will still count as a shopping trip, emphasizing the importance of consistency and fairness in the distribution process.

Accountability:

- FHBB aims to maintain transparency and fairness in the distribution of resources, and any violation of these guidelines may result in disciplinary actions for volunteers and staff.
- FHBB reserves the right to amend these guidelines as needed, and volunteers and staff are expected to stay informed and comply with any updates.
- FHBB staff and leadership will address any concerns or violations promptly.
- FHBB leadership will take appropriate actions if volunteers or staff are found in violation of these guidelines.