



## **New Facility Volunteer Protocols**

### **Finding Us**

Please use the Eastside Business Park entrance (where Pisgah Brewing Company/New Sprout were located) when navigating. The physical address is 104 Eastside Drive, Black Mountain, NC 28711.

### **Volunteer Parking**

Volunteer Parking will be to the left of where the brewery/New Sprout offices were. Once you park please walk around to the back of the building, follow the signs for the Bounty & Soul Volunteer Entrance.

### **Entering the Building**

Once you have entered the building, follow the posted signs to guide you to the Bounty & Soul Volunteer Hub making sure to check in with respective staff.

### **Being Courteous Neighbors**

*We are now sharing a building with several other local businesses, and we need to be good neighbors! Please adhere to the following while you are volunteering or visiting the facility:*

- Please park ONLY in the designated Volunteer Parking Area and use the Bounty & Soul Volunteer Entrance to enter the building.
- Stay to the right side of the hallways at all times to leave space for vehicles and forklifts.
- Always yield to any vehicle (forklift, truck, etc) when inside or outside the facility.

### **Forklift Safety**

*We have purchased a forklift for trained staff members to transport food loads. Your safety is our top priority! Please adhere to the following when in our warehouse space:*

- Under **no circumstances** may volunteers touch the forklift or enter into the taped-off forklift parking area.
- Volunteers must receive verbal confirmation from staff members that the forklift is not in use before entering the loading area in the middle of the room.
- Volunteers must listen for signals that the forklift is in use. The forklift driver will sound the horn when approaching the processing room.



-When forklift is in use, remain in place unless instructed otherwise by a staff member. Never move behind or in front of the forklift when in use. Do not attempt to move underneath a lifted load.

-If you need to speak to the forklift driver, do not approach them while the forklift is operating. Instead, attempt to make eye contact with the driver and wave. Wait until they stop operating the machine and motion for you to approach.

**-Individuals who repeatedly do not adhere to the safety requirements for forklift interaction will no longer be able to volunteer in this space.**

### **Restrooms and Sanitization**

-The restrooms and sinks are located down the hall from our processing facility and will be pointed out by staff at respective shifts.

-Volunteers must check in with a staff member in the warehouse room upon arrival, and then promptly visit the restroom to wash hands before touching food or materials.

-The restrooms are shared with the other tenants of the warehouse, please continue to be good neighbors while interacting with the restrooms.

### **Fire Evacuation Plan**

When visiting the space for the first time, a staff member will orient you to the Fire Evacuation Plan posted near all exits of the processing room. Please familiarize yourself with this plan and refresh as needed.