



# VOLUNTEER AGREEMENT

Date \_\_\_\_\_  
 Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
 Type of work desired \_\_\_\_\_  
 Number of hours available/week: \_\_\_\_\_ Time of day available \_\_\_\_\_  
 Days available \_\_\_\_\_  
 Are you a member of People's? \_\_\_\_\_ Membership Type: \_\_\_\_\_ Expiration: \_\_\_\_\_

Please state where and when you acquired skills and experience in the following areas:

Customer Service	Produce
Natural Foods	Nutrition
Food Service	Computers
Retail Merchandising	Bookkeeping
Cashiering	Cooperatives

Are there other experiences or skills you would like to share with People's?

## SERVICE AGREEMENT BETWEEN PEOPLE'S FOOD CO-OP & VOLUNTEERS

Agreement between People's Food Co-op of Kalamazoo and \_\_\_\_\_ on the terms of volunteer service.

1. To provide all necessary training and supervision required for the volunteer position, and to do a periodic evaluation of the volunteer's performance.
2. If the volunteer is to be assigned new or additional duties, it will be done by mutual agreement between the volunteer and his or her supervisor.
3. To reimburse the volunteer for any expenses incurred in the performance of his or her volunteer services as pre-arranged or deemed necessary by mutual agreement between volunteer and his or her supervisor.
4. Member Volunteers are eligible for an additional 5% discount on \$100 in-store purchases for every hour worked (for example, 5 hours of work would equal a 5% discount on \$500 in-store purchases). A card will be issued to member indicating the dates worked and will be kept behind the counter. Discounts may not exceed 10% and do not apply to bulk orders and Healthy Advantage specials.

\_\_\_\_\_ agrees:

1. To perform duties manually agreed upon by volunteer and his or her supervisor.
2. To abide by all established policies, by-laws, and procedures of People's Food Co-op.
3. To provide at least 24 hours notice to People's Food Co-op if he or she is unable to work (except in case of sudden illness or emergency).
4. To consult with his or her supervisor before taking any steps to alter the terms of this agreement.
5. People's Food Co-op management and board reserve the right to terminate any worker engaging in inappropriate behavior which is disruptive to the operation of the store, safety of customers or staff.
6. People's Food Co-op reserves the right to revoke volunteer hours if worker is engaging in unproductive behavior.

All terms of this agreement are mutually acceptable to the undersigned.

\_\_\_\_\_  
 Volunteer's Signature

\_\_\_\_\_  
 People's Staff Signature

\_\_\_\_\_  
 Date