

Volunteer Role: Meals Delivery Team (Meals on Wheels delivery)

What a Volunteer Can Expect:

Direct Supervisor: Center Nutrition Coordinator

General Role Description: Meals on Wheels volunteers deliver 1 hot meal daily to an assigned list of homebound adults. Our meal program runs Monday through Friday. Volunteers usually pick one day a week to deliver to a specific list of clients. Or they may be a substitute and fill in on meal delivery routes as needed.

Work Location: Volunteers in this role will pick up meals from their designated Senior Center and will be given a route relative to their pickup location. After they have finished delivering their meals, volunteers will return their empty cooler and thermal bag to the center.

Responsibilities and Duties: Volunteers will pick up their meals around 10am. Upon arrival they will be met by the nutrition site coordinator or a volunteer who will provide them with an already prepared cooler and thermal bag with their meals inside. They will also receive a clipboard with a list that includes the addresses and names of their recipients. The volunteer will go to each address on their list and deliver the correct number of meals at each stop, as indicated on the route sheet.

Qualifications: Must have a working and reliable personal vehicle. Must also have a valid drivers license.

Commitment Expected: About 2 hours (10am- 12 pm) once a week.

Training: Volunteers will receive one-on-one training with an experienced volunteer about Meals on Wheels procedures prior to their first solo route.

Dress Code: Volunteers will be issued a BSRI volunteer T-shirt upon their start date. This shirt will be required to be worn during the volunteer shift. Each volunteer will receive one free shirt, if a volunteer wishes to acquire more shirts, they can purchase them at the center for \$15.00.

Recommended Skills:

- *organization skills*
- *customer service skills*
- *time management*
- *customer confidentiality*
- *good with directions*
- *commitment*

Volunteers must sign these documents during training:

1. **The food safety form**
2. **Motor Vehicle Report Authorization**
3. **Meals on Wheels Training Procedure**