

POSITION: HOME DELIVERED MEALS TRANSPORTER VOLUNTEER

SUPERVISED BY: HOME DELIVERED MEALS VOLUNTEER COORDINATOR
IN HOME SERVICES COORDINATOR

PRIMARY RESPONSIBILITY:

1. To deliver lunches on assigned routes to homebound elderly.
2. To check on the well being of clients through brief friendly visits
3. To report any changes to Senior Center staff for follow-ups.

TRAINING REQUIRED:

- Orientation to program standards and guidelines
- Confidentiality
- Temperature Requirements
- Route Description

HOURS: 11:00- 12:30 MONDAY-FRIDAY OR AS ASSIGNED

DUTIES:

1. Check the route sheet before starting route for any changes.
2. Load carriers, being careful to keep carriers level.
3. At each stop open and close carrier quickly to maintain temperature.
4. Deliver meals, offer assistance in opening meal, encourage participant to eat meal while it is hot.
5. Briefly check on clients well being.
6. DO NOT LEAVE MEAL IF CLIENT IS NOT AT HOME UNLESS YOU HAVE SPECIAL INSTRUCTIONS!
7. Check off meal delivery.
8. Any concerns about client's well being should be noted under COMMENT SECTION only!
9. At the LAST STOP put down time on the route sheet (this will be different than time on volunteer report)
10. Initial Route Sheet.
11. Food temperatures will be taken once per month on each route.

MARION VOLUNTEERS

Meals will be ready at approx 11:00 AM. Volunteers should park in Reserved Volunteer Parking across from loading dock. **PLEASE DO NOT BACK IN AND PARK AT LOADING DOCK!** When picking up meals please circle through dock area in a clockwise motion to pick up your route. This prevents other volunteers from being blocked in after loading their meals. Please do the same when returning carriers to site.

PLEASE ADHERE TO THIS SCHEDULE TO ALLEVIATE TRAFFIC PROBLEMS AT THE CENTER.