

JOB DESCRIPTION
HOME DELIVERED MEALS PROGRAM VOLUNTEER
GENERAL STATEMENT OF DUTIES

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Individuals deliver meals or help to deliver meals to designated persons 60 plus years of age, which are homebound because of illness or disability. Duties are performed under the general supervision of the Nutrition Site Manager/Home Delivered Meals Coordinator (Manager/Coordinator).

WORK DUTIES

Works with the site Manager/ Coordinator regularly to schedule days on which to be responsible for meal delivery.

Picks up prepackaged meals, at a specific time, from the site and delivers meals to clients listed on route schedule, chosen by or assigned to you.

Assists clients in opening containers, if requested. Assist clients needing emergency care or assistance by contacting appropriate person or care provider. Reports pertinent information concerning clients to the site Manager/Coordinator.

Distributes and/or picks up contribution envelopes for clients. Takes and records food temperatures as requested by the site Manager/Coordinator.

Completes and returns meal delivery report to the site Manager/Coordinator. Returns delivery equipment to the site when meal delivery is completed.

KNOWLEDGE, SKILLS AND ABILITIES

Some knowledge of the area and/or ability to read maps and follow directions. Some knowledge of and a genuine concern for the physical, mental and emotional needs of older persons.

Ability to communicate with others and holds a current Drivers License or knows of individual with current license who is willing to drive.

TIME REQUIRED

One to one and one half hours per day, the day you choose to volunteer or be available to substitute when needed. (11:30AM-12:00PM pick up meals)

WILLINGNESS TO GIVE OF YOURSELF, YOUR TIME AND YOUR RESOURCES TO HELP OTHERS.

A Volunteer Orientation and training will be provided.

Volunteer Signature Date

Supervisor's Signature Date