

## MEAL DELIVERY VOLUNTEER FOOD AND NUTRITION

Volunteers will deliver nutritious meals to qualified older adults daily and in a timely manner.

### QUALIFICATIONS:

- Ability to communicate clearly, including the ability to read and write.
- Ability to follow instructions and work cooperatively with others.
- Ability to maintain minimal records.
- Ability to drive and have access to a reliable automobile. Drivers must maintain automobile insurance in an amount established by the Council for Older Adults and maintain an acceptable driving record.
- Meal Delivery Volunteers are required to submit to a Bureau of Criminal Investigation background check.
- Must be creative and have the ability to deal with ambiguity and change on a routine basis.

### DUTIES:

- Be responsible for the pick up and delivery of meals as specified through assignments.
- Be responsible for fulfilling all Daily Work Tasks.
- Maintain a good driving record and an acceptable insured vehicle.
- Maintain delivery records and report any unusual circumstances with special attention to those matters related to the health and safety of meal recipients.
- Represent the Council for Older Adults in a friendly and courteous way at all times to fellow paid or unpaid staff, meal recipients and the general public.
- Substitute Drivers may be called upon to fill in as needed on routes on the day of delivery, to cover for leave of absences, vacations on an as needed basis.
- Provide a current copy of a valid driver's license and a copy of current insurance to be kept on file for volunteer office.

### TRAINING REQUIREMENT:

- Volunteer Mission, Vision and Values Orientation
- Meal Delivery Training
- Ongoing Required Meals on Wheels Training

**TIME REQUIREMENT:** One day or more per week

**REPORTS TO:** Volunteer Program Specialist

**Volunteer**

**Signature** \_\_\_\_\_

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