

VOLUNTEER JOB DESCRIPTION

JOB TITLE: **Volunteer Driver Meals On Wheels**

DEPARTMENT: **Meals On Wheels (MOW)**

PRIMARY FUNCTION: Deliver meals Monday, Wednesday and/or Fridays to Meals on Wheels Consumers

SUPERVISION RECEIVED: Services Assistant

TRAINING: On-Site

REQUIREMENTS: Moderate reading, writing, grammar, and math skills; ability to bend, stoop, sit, stand, reach and lift items weighing up to 30 lbs.; valid State driver's license and auto insurance.

DUTIES:

1. Performs the essential duties of the position in a manner that is consistent with and supports Diakon's focus on creating a culture of gracious service and hospitality.
2. Performs various duties in order to deliver daily meals to meals on wheels consumers in accordance with federal, state and local regulations and Diakon's quality standards as illustrated as follows:
 - a) Report to the assigned Senior Center. 10:00 AM pick- up meals and route sheets (unless on route that receives a drop).
 - b) Review Route Sheet and load meals into vehicle.
 - c) Meals must remain in delivery bags until given to client.
 - d) Deliver meals to assigned consumers by 1:00 PM; update and complete route sheet, noting any changes and return to Senior Center Manager and give verbal report to the Meals on Wheels office upon completion of deliveries.
 - e) Distribute envelopes and information notices.
 - f) When arriving at the client's door:
 - Knock and open door (if unlocked)
 - Call "Meals on Wheels"
 - Call client's name and confirm client identity
 - Ask how the client is doing and where to place the meals
 - g) If client does not answer:
 - DO NOT LOOK FOR CLIENT.**
 - DO NOT LEAVE MEAL.**
 - CALL OUR OFFICE IMMEDIATELY TO REPORT CLIENT AS A "NO ANSWER"**
 - h) If a client has fallen or needs emergency care – DO NOT PICK THEM UP – call 911 and stay with the client until help arrives. Call and report any emergencies to the Meals on Wheels office.
 - i) Report and refer to MOW office any unusual, changes or unsafe conditions observed in the course of performing deliveries.
3. Maintain confidentiality of all Meals on Wheels clients.
4. Do not accept "tips" or gratuities from clients or family members.
5. No pets are allowed in vehicle during delivery.

The above statement reflects the general duties of the job and shall not be construed as a detailed description of all requirements inherent in the position.

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____