

JOB DESCRIPTION: MEALS-ON-WHEELS VOLUNTEER

BENEFITS TO VOLUNTEERS: The wonderful feeling of knowing that you are helping to feed the elderly and socializing with new people who look forward to your visit! Delivering meals also keeps you moving which is a great health benefit to you!

RESPONSIBILITIES: On their assigned day, the volunteer delivers hot lunches to homebound elderly within a specific geographic area. As the volunteer delivers the meals they check to see if the client is okay and report back any unusual circumstances. In this way, the volunteer serves as a critical link between LOA and the elderly client. Volunteers work under the supervision of part-time LOA staff who provide orientation and guidance as needed.

TASKS:

- ◆Pick up meals (hot and cold food containers) and a route sheet at designated Meals-on-Wheels site (typically rented space in a church or recreation center). Meal pick-up times range from 9:30am-11:00am, depending on the site. Allow time for staff to take temperatures and count meals after the food arrives. Maintain correct temperatures for food by keeping food in the containers provided and keeping them closed during transport.
- ◆Record temperatures of hot and cold food at end of route (designated for one route per area).
- ◆Deliver meals to 10-18 households, greet clients, and check to see that they are ok.
- ◆Call appropriate LOA staff if client not home and leave door hang tag.
- ◆Return empty containers to pick up point immediately after delivery and share information about client needs or problems with MOW Supervisor.
- ◆Occasionally, deliver the MOW's monthly letter, Senior News, bag meals, nutritional supplement and/or pet food with the meals.
- ◆Notify the appropriate MOW 's Supervisor in advance if unable to deliver on assigned day.

TIME COMMITMENT DESIRED: Meals are delivered mid-morning Monday through Friday, except for holidays. Volunteers are typically scheduled for the same weekly route. Some volunteers deliver more than once a week and some as little as once per month. On-call substitutes are also needed, as are volunteers to deliver weekly/biweekly/monthly supplies of frozen meals. Routes usually take 1.5 to 2 hours.

REQUIREMENTS: Volunteer drivers must use their own vehicle and have a valid Virginia Driver's license. May need to lift 25-40 lb. container into your car and should be able to climb stairs if necessary. Couples or partners may work together. Volunteer will receive orientation to the Meals-on-Wheels program and other LOA services. The MOW Supervisor will provide training on procedures which may include riding with another volunteer/MOW's Supervisor prior to your first route.

NO SOLICITATION: You may not promote or solicit for any company or business enterprise (products or services). Discussion of political or religious views or beliefs while volunteering for the Meals-on-Wheels program is also not allowed. Solicitation for any outside charities or nonprofit events is prohibited.