

VON Windsor-Essex Community Support Services

Meals on Wheels is provided to persons with dependencies related to aging, physical disability and to their caregivers in order to maintain and enhance quality of life

Position Description

- Title:** Meals on Wheels Driver
- Objective:** To transport individual serving Meals on Wheels to client's homes
- Qualifications:** Physically be able to carry meal bags
Reliable, punctual, pleasant and enjoys working with the public
No previous experience required
- Duties/
Responsibilities:** Ensure car is in good repair
Collect meals from facility
Transport meals and servers to client's homes
Report to supervisor any concerns regarding client's well being
Maintain client confidentiality
Return bags and route sheets to facility
Display Meals on Wheels sign on vehicle
- Terms of Position:** Client Confidentiality must be maintained at all times
Drivers must provide proof of insurance on a yearly basis
- Training:** Initial Orientation to agency and program are required
On the job training with experienced volunteer as required
Participation in ongoing training as provided by staff
Placement will be assessed by staff and volunteer after three months.
- Time Commitment:** Approximately 2-3 hours per month (Flexibility according to volunteer's schedule)
- Supervisor:** Manager of Volunteer and Community Support Services
- Benefits:** Gaining knowledge of the community, socializing with other volunteers, providing a vital service to client's
- Measures:** Client response with periodic surveys
Number of client compliments or complaints
- Frustrations:** Occasional complaints from clients, inclement weather, unexpected route changes

I _____, have read and agree to volunteer within the terms of this position. I have read and reviewed transportation policies and have been advised as to where to access all relevant information.

Date: _____ **Signed:** _____