



Volunteer Position Description
DRIVER AND RUNNER FOR MEALS – ON – WHEELS

PURPOSE: Delivery of hot and/or frozen meals to isolated seniors and persons with disabilities. Referrals are usually received from doctors, nurses, hospitals, social workers, relatives or anyone seeing the need. Self-referral is also accepted. Meals on Wheels volunteers also serve as our eyes and ears for the well-being of the client.

REQUIREMENTS: A valid Ontario G-class license and updated insurance papers (drivers only).
A clear Criminal Records Check (we can supply papers required to obtain this)

REPORTS TO: Coordinator of Meals on Wheels, **Joan Donaldson** 416-847-4124 regarding any concerns about the clients, route, sources, etc.

DESIRABLE CHARACTERISTICS: Reliable, trustworthy, patient, punctual, warm and caring.

RESPONSIBILITIES:

- Always wear your SCHC Volunteer Photo ID which is visible to the client.
- Ensure your vehicle is in good running condition, with sufficient gas.
- May need to pick up the Runner.
- Collect meals from source (details included below).
- Check for changes in daily routine, instructions or special diets.
- Deliver meals to clients, allowing a few minutes of socialization (small talk) at each delivery.
- Observe general state of mind and health of the client.
- **Report concerns immediately to the coordinator.**
- Alert staff as soon as possible if unable to deliver a meal. Make a note and report it.
- Check for correct number of meals and proper diets, before starting on your route and clarify if in doubt.
- Provide **minimum 48hours** notice (or more) if you are unable to make your shift
- Ensure the bags are picked up from and returned to the main office at 629 Markham Rd.
- Hold on to the bags only if you do a route on a regular basis – speak to Joan.
- **Ensure that the client list is returned to the Coordinator after each delivery**
- Maintain a Mileage Form and submit to the Coordinator bi-annually (June and December).

TIME AND LOCATION:

- Delivery time for the meals is between 11:30am and 1:30p.m.
- The delivery takes approximately TWO hours (or less) depending on the route.



- Meals are picked up from the following source in the Community:
 - **SCHC Main site (629 Markham Rd.)** for both hot & frozen meals.
Pick-up at 11:30am, Monday to Friday only

ORIENTATION & TRAINING:

Mandatory on-line SCHC Volunteer Training provided by Coordinator of Volunteer Engagement. You will also be scheduled for an on-the-job orientation with the Meals on Wheels Coordinator or with an experienced volunteer. Attend in-service education sessions when required.

COMMITMENT: Six months at minimum.

BENEFITS:

- Satisfaction of providing personal contact on a regular basis to isolated individuals. It contributes to our clients living independently in their own homes longer.
- Enhancing communication skills by interacting with seniors.
- Contribute your time and experience to a community-based organization.
- Understand the work culture of the non-profit organization.
- Giving back to the community and network with other volunteers.
- Volunteer Hours Letter provided after three months of consistent volunteering upon request.

January 2020