



Meals on Wheels – City of Alexandria  
Volunteer Job Description

**RESPONSIBILITIES:** Volunteers deliver meals to homebound seniors in the City of Alexandria. As meals are delivered, volunteers greet clients and report back any unusual circumstances to the On-Site Volunteer Coordinator, Program Manager or Volunteer Leader of the day. In this way, the volunteer serves as a link between the Division of Aging and Adult Services and the Meals on Wheels clients. Volunteers work under the supervision of the Meals on Wheels On-site Volunteer Coordinator, Program Manager or Volunteer Leader.

**TASKS:**

- 1) Pick up meals (Food carriers) and a route notebook between 9:45 a.m. – 10:00 a.m. Monday – Saturday. On Sundays, meals are picked up at 11:45 am. Maintain food temperatures by keeping food in the containers provided and keeping them closed during transport.
- 2) Deliver one hot and one cold meal to each household unless instructed otherwise, greet client and ask if they are okay.
- 3) Return empty containers and route notebook to the food vendor location.
- 4) Report any problems, expressed client needs or concerns to the On-Site Volunteer Coordinator, Program Manager or Volunteer Leader.
- 5) On occasion, deliver notices to clients.
- 6) Notify staff in advance if unable to deliver on assigned day (703-836-4414 ext. 115 or [volunteer@seniorservicesalex.org](mailto:volunteer@seniorservicesalex.org)).

**TIME COMMITMENT DESIRED:** Meals are delivered between 10:00 a.m. to 12:00 noon Monday – Saturday, and on Sunday between 12:00 – 2:00 pm.

**REQUIREMENTS:** Volunteers must provide their own transportation to Jeffrey's Catering. Volunteer drivers must use their own vehicle and have a valid driver's license and current insurance requirements. Volunteers should also possess the ability to lift 10-20 lb. containers into your vehicle and should be able to climb stairs, if necessary. Working in pairs is advantageous as one volunteer can drive while another (the runner) delivers the meal to the recipient. Volunteer orientation may include riding with another volunteer, prior to volunteering alone delivering their first route.

**CONFIDENTIALITY STATEMENT:** I, the undersigned, do willingly promise to hold in confidence all matters that come to my attention in the line of duty at Meals on Wheels in

the City of Alexandria, including information from and about clients and matters regarding colleagues. I will respect the privacy of the people who I serve and confer appropriately with those designated as my supervisors and or administrators. Further, I will use in a responsible manner information gained in the course of my service at Meals on Wheels in the City of Alexandria.

Volunteer: \_\_\_\_\_ Date \_\_\_\_\_