



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. Volunteers utilize our mobile app “Mobile Meals” on their smart phones. Further instructions will be provided for download and use.

TASKS:

- 1) Pick up meals at Jeffery’s Catering(Food carriers) and a route notebook at 9:45am Monday – Saturday. On Sundays, meals are picked up at 11:45pm. 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. If client is not home, do not leave meals.
- 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 via phone and Mobile Meals.
- 5) On occasion, deliver notices to clients.
- 6) Notify staff in advance if unable to deliver on assigned day 703-836-4414 extension 126 or 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 over 65 or in high risk populations for COVID-19 are asked to not volunteer. Volunteers must be able to commit to a recurring weekly schedule that includes at least 2 volunteer shifts. 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.

PRIVACY DISCLAIMER: Through observation or client communication, volunteers may learn or attain private and/or medical information; volunteers shall not share any such information with anyone other than Senior Services of Alexandria(SSA) staff or in the case of an emergency, medical professionals. Volunteer will notify the On-Site Volunteer Coordinator, Program Manager or Volunteer Leader of the day of any such incidents.

Applicant Signature

Date