



## VOLUNTEER JOB DESCRIPTION

**SERVICE NAME:** Marwal Centre

**POSITION TITLE:** Meals on wheels driving & delivery

**Address:** 9 Marwal Ave, North Balwyn, 3104

**Position objective:**

The purpose of the service is to assist the client group to remain living independently at home and prevent premature/inappropriate admission to residential care.

**No of hours involved:** 2 hrs per round (approx)

**Times:** 11.00 -1.00

**Frequency:** Regular fortnightly, or monthly rounds are available but situations are also available for emergency vacancies

**Tasks/Duties involved:**

- Arrive at the Centre at 11-00 am for meal delivery.
- Check route sheets and if you have any queries bring them to the attention of office staff.
- Assistants should check the map in order to assist the driver with directions to clients homes.
- Pick up Eskies and other equipment.

**During delivery:-**

- \* Read instructions applicable to each client on route sheets and follow them carefully.
- \* Follow the route sheet as set out. Clients make appointments to fit in with service delivery times and any deviation may cause concern.
- \* Enter monies collected in the 'paid' column on the route sheet.
- \* If the client does not answer leave in box if so directed (this needs to have been arranged prior).
- \* If the client does not respond and no message has been left please check the following- Go to rear of building and ensure that the client is not home; check for signs of possible emergency ie. Blinds down, lights on, papers left out etc. Phone the centre from the next delivery point to enable staff to enact follow up procedures as soon as possible. Offer to pay for the phone call from your change bag.
- \* On return check your route sheet with office staff and report any concerns you may have regarding clients. Remember, for some of the clients you are the only regular contact and the monitoring process is as important as the meal delivery.

**Equipment needed:**

Drivers need to supply their own car. We request that boots be clean and empty to ensure we meet safe food handling requirements.

**Volunteer Alliance**

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**Skills/Qualifications/Experience needed:**

Drivers need a current driving license.

**Reimbursement for out of pocket expenses:** None available

**Supervised by:** Meals on Wheels Coordinator

**Relationships with other team members:**

Regular commitment is necessary and EARLY advice is needed to be given to the Meals on Wheels coordinator, if you are not able to attend as arranged

**Pre-start requirements/Training:**

The Meals on Wheels coordinator will give a briefing to new volunteers before commencing in respect to safe food handling requirements. An experienced MOW person will take new volunteers on their first round. Other training opportunities eg. First Aid will be offered as part of ongoing training.

A police check is required before starting.