

Aging True
Volunteer Meal Delivery Driver
Position Description

Position: Volunteer Meal Delivery Driver

Supervisor: Meal Delivery Volunteer Coordinator

Department: Nutrition/Volunteers

Employment Status: Volunteer

Summary: Since 1974, we have been delivering hot, nutritious meals to homebound elderly and disabled persons. We service both Clay and Duval Counties. Meal delivery drivers will be responsible for their meal site volunteer coordinator. The major function of this volunteer role is to deliver meals in a safe and timely manner with exceptional care, while providing the highest level of customer service.

Qualifications/Requirements:

- Must be at least 18 years of age and have dependable transportation
- Must have a valid driver's license
- Must submit to a Level 1 background screening

Working Conditions/Physical Requirements:

- Requires light to moderate physical exertions on a regular basis, such as: lifting, bending, pushing, pulling, stooping, kneeling, and reaching.
- Occasional climbing stairs
- Entering and exiting vehicle several times a route

General Duties:

- Report to assigned meal site at designated time
- Assure that you have reliable transportation to complete your day's deliveries. Count your meals, including beverage, bread, fruit, etc. to make sure you have an adequate supply for your route assignment
- Load your vehicle with proper food handling techniques
- Maintain your route schedule

Meal Delivery:

- Preparation for your meal delivery must include the use of a route sheet that will note all meals to be delivered that day. Any meals not delivered must be documented with the meal site coordinator
- If a client is not home, please leave a door knocker at the residence. Assure that the client is home when you are delivering the meal.
- If you find any unusual activity at home, notify your meal site coordinator immediately.
- Compassion and Courtesy are to be a key consideration when we deliver meals. The population that we serve is homebound. Keep in mind that you may be the only face they see today!