



## Volunteer Job Description

**Job Title:** Meal Delivery Volunteer

**Objective:**

To provide a hot, nutritious noontime meal and personal contact to homebound individuals in the Topeka area Monday through Friday.

**Desirable Qualifications:**

- Promptness and dependability- our clients and staff are depending on you
- Reliable transportation
- An ability to follow directions
- An ability to respect each clients' right to privacy and confidentiality
- A positive attitude
- Approximately one hour per route, once a week, once a month or somewhere in between

**Responsibilities:**

- Pick up meals at Washburn Technical School or other designated location. Routes are picked up between 10:45 and 11:30am depending on the location
- Deliver meals to participants as indicated on the route sheet, completing designated information on the route sheet as you go
- Act as a liaison between Meals on Wheels and our homebound clients
- Be courteous and friendly to all clients on your route. You may be the only person some of our clients see all day!
- Call the office if a client does not answer the door or in an emergency situation
- Return delivery bags and completed route sheet to the pick up site
- Report to a staff member any problems, unusual situations or major changes observed in a client's health needs or safety conditions in person, by phone or on the route sheet

**Benefits:**

- Feel fabulous about helping people continue to live independently in their homes
- Know that your actions may have lifted someone's spirits and brightened someone's day