



## **Job Description**

- Position Title:** Meals on Wheels Volunteer Driver
- Department:** Meals On Wheels and More
- Work Schedule:** Routes vary, pick up are as early as 8:45 am and as late as 10:00 am. Duration can be from 1hr to 4hrs. Weekly routes and substitute positions
- Objective:** To provide the delivery of meals to homebound clients while providing a wellness-check

### **Duties and Responsibilities:**

- Maintaining a safe work environment during the COVID-19 pandemic consisting of, but not limited to, wearing face masks, maintaining social distance, and self-evaluating overall health daily to reduce exposure and possible transmission of virus.
- **Sign in and input your hours on My Senior Center.**
- Deliver meals to the homes of vulnerable adults in Whatcom County.
- Report back to Meals on Wheels office any concerns of the meal recipient.
- Maintain a respectful relationship with clients, staff, volunteers.
- Maintain confidentiality of client records and personal information.

### **Requirements:**

- Must be 18 years or older.
- Enjoy working with a diverse population and helping people.
- Reliable vehicle to deliver meals.
- Valid driver's license.
- Valid proof of insurance.
- Must pass a background check.

### **Orientation/Training:**

- Initial orientation to the organization and volunteer driver procedure.
- On-the-job training by an experienced volunteer

### **Relationships:**

- Reports to Volunteer Coordinator for scheduling and general concerns.
- Reports to Meals On Wheels and More staff for on-going support.

If unable to work your scheduled shift for any reason, or you are going to be late, please notify the Volunteer Coordinator as soon as possible at: [tvanbeek@whatcomcoa.org](mailto:tvanbeek@whatcomcoa.org) or call 360-728-7129.

**WCOA is following Washington State and local guidelines for COVID-19 protocols.**