

Aster Aging
Volunteer Job Description: Meals on Wheels Program Volunteer

Make a difference in the lives of homebound seniors! With your help, our Meals on Wheels Program will provide over 80,000 meals and wellness checks to almost 1,000 older and disabled isolated adults in our community this year.

Volunteer Job Overview: On the assigned weekday, the MOW Volunteer delivers hot lunches to homebound participants following a specific geographic route. During meal delivery, the volunteer checks to see if the participant is okay and reports back any unusual circumstances. The Volunteer is a critical link between Aster and our homebound participants. Volunteers work under the supervision of the Director of Meals on Wheels who provides orientation and guidance as needed.

Tasks:

1. Pick up meals (packaged in hot and cold food containers) and a route sheet at the Senior Center MOW Office at the designated time.
2. Maintain correct temperatures by keeping food in the closed containers provided during transport to 15-20 households as indicated on the route sheet. Routes are designed to be completed within two hours or less to maintain safe food temperatures.
3. Deliver meals, greet participants, ask them to sign for the meals, and check to see that they are okay.
4. If a participant is not home, leave a pre-printed note and share this information with staff after delivery. In the event of emergency situations, follow procedures provided at orientation and call the office.
5. Return the empty containers and sign-in sheets after delivery and share information about participant needs or problems with staff.
6. Occasionally deliver other items with the hot meals, which may include frozen meals for weekends, monthly menu and information sheets, pet food, and similar items.

Time Commitment:

- Volunteers are typically asked to commit to a minimum of one route each week, usually on the same weekday(s). Volunteers who are willing to serve on an on-call/ substitute basis are also needed.
- Meals are delivered Monday through Friday, except for holidays. The first routes are conducted approximately 8:30 to 10:30 AM, and the second routes are approximately 10:30 AM to 12:30 PM.

Requirements:

- MOW Volunteers are asked to use their own vehicles for service, and are eligible for mileage reimbursement. Volunteers must sign and comply with the Aster Driving Policy and procedures, which includes having a valid driver's license, good driving record, a reliable vehicle registered with ADOT, and auto insurance in compliance with ADOT mandatory minimums.
- Minimum age of 25, per insurance requirements.
- Ability to obtain a Level 1 Fingerprint Clearance Card and comply with Aster's background check policies.
- Physical requirements include the potential need to lift up to 25 pounds occasionally to load containers into vehicle. Ability to lift and carry individual meals repeatedly, including walking up and down stairs. Ability to sit or stand for extended periods, and to reach / push / pull individual food items out of containers.
- As we work with vulnerable older adults, Volunteers must agree to the terms of the Aster Ethics Policy.
- Dependability is required as our homebound participants count on their daily delivery. Volunteers are asked to notify the MOW Office in advance if unable to deliver on an assigned day so that a substitute can be found.
- Couples or partners are invited to volunteer together, but each must meet these requirements, including background checks.