

## Position Description

### Meals on Wheels Volunteer Driver

#### 1. POSITION DETAILS

Position Title: Meals on Wheels Volunteer Driver  
Status: Voluntary  
Hours of Employment: Between 8:00 am and 1:00 pm, Monday to Friday as agreed.

#### 2. POSITION RELATIONSHIPS

Responsible to: Home Support Manager

#### 3. POSITION OBJECTIVES

To assist with the delivery of Harold Hawthorne Community Centre meals to consumers within the local community.

#### 4. PRINCIPAL RESPONSIBILITIES

##### 4.1 Assist with loading meals in the delivery vehicle

- Load meal chill bags from kitchen to vehicle.
- Check consumer list for special meal requirements (diabetic, allergy, vegetarian, frozen only)
- Ensure all meals are kept in chill bags until delivered.
- Ensure that chill bags are not removed from refrigerator until both runner and driver have arrived.

##### 4.2. Delivery vehicle

- Collect mobile phone from scheduler.
- Collect vehicle keys from box in reception area.
- Collect roster timesheet from pigeon hole
- Follow the delivery run sheet; driving in a safe manner.

##### 4.3. Delivery of meals to consumers

- Deliver meals to consumer's premises as per the run sheet.
- Check list for special requirements ensuring that meal is delivered to the correct consumer
- Request that consumers contact the office regarding payment or account inquiries.
- Leave meal in chill bag or esky if consumer is not home.
- Do not leave meal if consumer is not home. Contact the office to advise.
- Record the following on the run sheet:
  - \* Time of delivery,
  - \* Number of meals,
  - \* Have consumer sign for meal if they are at home,

\* Write esky in the signature panel if consumer is not at home.

**4.4 Return delivery chill bags**

- On return to Community Centre check bags for any damage.
- Clean interior of bags.
- Return empty bags to store room; stacking neatly in the designated space.

**4.5 Other duties**

- Notify Coordinator of any leave of absence in a timely manner.
- Report any health or wellbeing issues concerning a consumer to the relevant Co-ordinator.
- Ensure consumer and agencies confidentiality of all information as per the Centre's privacy and confidentiality agreement.
- Communicate respectfully with all individuals including other volunteers, consumers, representatives, employees and the community.
- Contribute to continuous improvement by involvement in meetings, planning days and reporting mechanisms.
- Participate in education and training opportunities.
- Other duties as required.

**5. POSITION REQUIREMENTS**

**5.1 Essential**

- a) A current Western Australian driver's licence.
- b) A satisfactory Police clearance or ability to obtain one (less than 3 months old).
- c) Obtain and provide evidence of COVID-19 Vaccinations as mandated by the Western Australian and Commonwealth Government. Sound interpersonal skills and the ability to relate to the consumer group.
- d) Good organisational and time management skills.
- e) A good understanding of Workplace Health and Safety requirements, relevant to this position.
- f) Ability to work effectively as a member of a team and autonomously with minimal supervision.

**5.2 Desirable**

- a) Knowledge of the local area and local services.
- b) Previous driving experience
- c) Previous food handling experience

I (print name) \_\_\_\_\_

have read, understand and agree to comply with the above position description.

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_

I have explained and discussed this position description with the above.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_