

Meals on Wheels Volunteer Depot Coordinator

- Purpose:** The volunteer depot Coordinator will coordinate the drop off of meals from the provider kitchen to the depot location for pickup by meal delivery volunteers.
- Job Title:** Volunteer Depot Coordinator
- Location:** The Volunteer Depot Coordinator will begin the shift at the Good Companions center, drive the meals for 3 delivery routes to the Olde Forge and return the previous days delivery bags to The Good Companions
- Key Responsibilities:**
1. Arrive at The Good Companions at 11:00 am
 2. Carefully check the 3 routes to be transported (GCO9, GC10 and GC11) to ensure the proper count of meals and appropriate diet for the clients
 3. Load and drive the meals for the 3 routes to the Olde Forge.
 4. Unload the bags from the vehicle and take into the pickup location in the Olde Forge for pick up by volunteer delivery teams.
 5. Wait with the meals to ensure that all teams arrive to pick up the routes.
 6. If a route is not picked up by 11:40 call the MOW office for further instructions
 7. In the event that a route is not picked up, the volunteer depot coordinator should be prepared to do the deliveries.
 8. After the 3 routes have left, transport the bags from the day before back to The Good Companions Center.
 9. Ensure a sufficient supply of materials for delivery volunteers to clean the bags and inform the Meals on Wheels staff when more supplies are needed
 10. If required, test the temperature of the meals with equipment provided by Meals on Wheels.
- Reports to:** Manager of Volunteer Services.
- Length of Appointment:** This is a temporary position for 2 months with a possibility of extension.
- Time Commitment:** Monday through Friday 11:00 am until 1:30 pm. A commitment of a minimum of 1 day a week is required.
- Qualifications:** Reliable and trustworthy; punctual; caring; patient and friendly.
Physically capable of carrying meal bags.
Must have a valid driver's license and a reliable vehicle large enough to carry delivery bags for 3 routes. (ie mini van, SUV, wagon)
Must have a minimum of \$1,000,000 liability insurance
Interested in working with seniors and adults with disabilities.
Must submit to a Police Reference Check for Volunteer Service with the Vulnerable Sector
- Support Provided:** Initial orientation to agency and program.
On-the-job training by an experienced staff member
MOW staff provides on-going support and is available to answer questions and explain policies.