



Volunteer Position: Home Delivered Meals Driver

Revised: December 2023

General Responsibilities:

Responsible for picking up food from designated locations and delivering to a participant's home according to the information on a route sheet.

Essential Volunteer Functions:

(Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions)

- Works under the guidance of the Volunteer Coordinator of their delivery area.
- Pick up food from designated specified locations and deliver to participant's homes.
- Provide accurate and timely delivery to participants on a designated route.
- Communicate directly and immediately with office staff any concerns regarding participants.
- Communicate with office any concerns about scheduling or difficulties with deliveries. As an example, a route changing and it is now twice as long.
- Complete all required paperwork on the route sheets and return to the clipboard and return coolers and hotbags to proper location.
- Examples of volunteer functions listed do not include all tasks which may be found in this position. Duties and responsibilities may be added, deleted or modified at any time.

Knowledge, Skills & Abilities:

- Commitment to the organization's missions and goals.
- Ability to maintain confidential information regarding all aspects of client, volunteer, and agency information.
- Ability to work independently or as part of a team.
- Good organizational skills and the ability to effectively communicate with staff members, other volunteers, participants, and vendors.
- Ability to represent the Agency in a professional manner.
- Must be able to adjust priorities to meet deadlines in a timely manner.
- Comfortable working with people of varying socioeconomic backgrounds, ages, and racial diversity.
- Physical mobility is required for sitting, walking, bending and long bouts of standing. Must be able to lift 20 pounds.

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Health Insurance Portability and Accountability Act (HIPAA):

All volunteers who have access to protected health information or personally identifiable information, are required by the HIPAA Privacy and Security Rule to receive training so that they have an understanding and knowledge of the Privacy and Security Rule that corresponds to their duties. Training on the requirements of the HIPAA Privacy and Security Rule and the policies and procedures is a prerequisite for this position. Employees and volunteers who violate the requirements of the HIPAA Privacy and Security Rule will be subject to discipline up to and including volunteer privileges.

Reports to:

Volunteer Coordinator for delivery area

Volunteer Location:

Varies throughout Clinton, Eaton, and Ingham Counties.

Base work schedule:

Non-Frozen route Monday – Friday, between 10:30am and 1:30 pm EST and Frozen routes between 9:00 am and 3:00 PM EST.

Volunteer Signature

Date

TCOA is an Equal Opportunity Employer

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