

Black Isle Cares – Meals on Wheels

Volunteer - Role Description

Role Title:	Meals on Wheels Volunteer
Responsible to:	Projects Coordinator
Where (Location):	Mobile / remote
Time commitment:	Various – up to 4 hours per week over 3 days
Role description:	<p>Restaurants and cafes in the village of Fortrose have agreed to cook two course lunches up to three days per week for older people in the area.</p> <p>Black Isle Cares volunteers will pick up and deliver food to those who request it. This may also involve re-heating and serving of food depending on client requirements.</p> <p>Volunteers will collect payment and take orders for food from a set menu, as well as providing a level of social interaction to the people they visit, for whom this may be the only contact they have with another person for the whole day.</p>
Main tasks:	<ul style="list-style-type: none"> • Collection and delivery of meals to clients • Re-heating of food at clients home – as determined by client • Cash handling & collection of monies due • Taking food orders • Chatting to clients • Driving to and from clients' houses
Required skills, qualities and experience	<ul style="list-style-type: none"> • Full training will be given, however previous experience of working with older people, or with food handling would be an advantage. • Volunteers should enjoy meeting people, and be willing to visit clients in their own home. • Own transport and advantage but not essential.
Training and support available:	<ul style="list-style-type: none"> • Elementary food hygiene training • Hand washing / personal hygiene training • Shadowing of current volunteer
Any other Requirements	<ul style="list-style-type: none"> • All volunteers must complete a PVG check • Ideally volunteers should have access to a car and be able to drive
Recruitment process:	<ul style="list-style-type: none"> • All expressions of interest will be referred to coordinator who will meet with new volunteer to explain role and level of commitment required. • New volunteer will then shadow an existing volunteer for at least two MoW runs so as to fully understand the requirements of the role. • Upon successful completion they will complete PVG forms and undertake an Elementary Food Hygiene Course. Two references will be sought at this stage. • On receipt of satisfactory references, and PVG scheme record and once food hygiene course has been successfully completed, the volunteer will be added to the rota.
Date role reviewed.	April 2020