



P.O. Box DV 383
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VOLUNTEER INFORMATION SHEET

Approximately 45 volunteers are required each day to run the MOW operation and deliver meals to 17 different routes. Volunteer jobs include the preparation, cooking and serving of meals, washing pots, dispatching and delivering meals.

When you commit to be a volunteer at MOW our expectations of you are:

- That you arrive at the designated time to work in a specified area
- If you are unable to make the designated time that you contact the office
- If you are **unable to keep your volunteer commitment** on any given day, **PLEASE NOTIFY** the Office as soon as possible on **236-1815** or Allison Garland, Volunteer Coordinator at **734-0677** or **236-4651**

<p style="text-align: center;">KITCHEN VOLUNTEER</p> <ul style="list-style-type: none"> • Work as part of a team to prepare, cook and portion meals according to the menu • Clean up after meal service as required • Volunteers wear a mesh hat and apron at all times in the kitchen • It is important that volunteers turn up at their appointed start time 	<p style="text-align: center;">POT WASHER</p> <ul style="list-style-type: none"> • Clean pots and kitchen equipment (according to procedures) after meal preparation • Clean and sanitize delivery route bags when returned to MOW site
<p style="text-align: center;">DISPATCHER</p> <ul style="list-style-type: none"> • Put ice blocks in cooler and pack with juices and desserts check those with special labels • Pack soups/hot meals/salads/frozen meals in appropriate bags (check specials are in correct bag) • Receive money from volunteers who collect client meal money • Write down any messages and call clients who were not at home for meal delivery • Liaise with Administrator and Volunteer Coordinator as required 	<p style="text-align: center;">DELIVERY</p> <ul style="list-style-type: none"> • Drivers** and delivery assistants will only deliver meals on a route where one or the other has good working knowledge of locations and clients on the route • Drivers and assistants are required to check meal counts for soup/juice, meal, dessert and special meals as specified in the route book • Clients with special meals will have a label with their name affixed to the meal • On the odd occasion they may be allowed to eat the regular meal – check with the dispatcher to verify • Delivery volunteers are required to report back any discrepancies or problems on the routes to dispatcher upon return to MOW • An important part of volunteers function is to interact with the recipient when delivering meals

STUDENT VOLUNTEERS
<ul style="list-style-type: none"> • Students should be at least 13 years of age • Students should keep track of their community service hours for sign off by volunteer coordinator • Absolutely NO CELL PHONES in use during community service except for emergencies • Students must listen to MOW staff when explaining tasks for the morning • Students will be respectful to others • Students WILL arrive on time – 8:30 or 9 am to 11 am

**** MOW cannot be held responsible for any accident or damage that may occur in regard to Motor and Personal Accident Insurance during the course of your duties. Volunteers should consult their own insurance provider if they are concerned about insurance claims/benefits**

I have read the above and understand my Volunteer Commitment

Signea: _____

DATE: _____