



P.O. Box DV 383,
 Devonshire DV BX
 Tel : 236-1815
 MOWVolunteers@logic.bm

VOLUNTEER APPLICATION FORM

NAME:

ADDRESS:

_____ Email :

PHONE NUMBERS: _____ (Home) _____ (Cell) _____
 (Other)

	AREA	INTEREST	TIME and HOUR COMMITMENT
<i>Tick all areas in which you are willing to work</i> <i>(See Page 2 for descriptions)</i>	Delivery with vehicle		11:00 AM to 1:00 PM/1:30 PM
	Delivery – no vehicle		As above
	Dispatch		9:45 AM to 1:30 PM
	Kitchen		8:30AM to 11:45AM
	Pot Washer		10 AM to 1 PM
	Administrator		8:30AM to 2 PM

I AM AVAILABLE: *Monday* *Tuesday* *Wednesday* *Friday*

In order to protect you and to protect others at this time, we are asking that all volunteers meet specific criteria. Please confirm the following:

I have not travelled off the Island in the last 28 days.

I believe myself to be fit and healthy and not considered to be high risk for Covid-19.

I understand and accept the following waivers:



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WAIVERS

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.

While MOW are taking precautions, all volunteers accept that with the current pandemic there may be risks attached to working with Meals on Wheels and delivering to clients. All volunteers work with MOW at their own risk.

DRIVING LICENCE

(Please provide copy where applicable)

DOB: _____
 (DD/MM/YYYY)

Signed: _____
 (Volunteer)

DATE: _____
 (DD/MM/YYYY)

Signed: _____
 (Volunteer Coordinator)

DATE: _____
 (DD/MM/YYYY)

VOLUNTEER INFORMATION

<p>When you commit to be a volunteer at MOW our expectations of you are:</p> <ul style="list-style-type: none"> • 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 	
<p>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>DISPATCHER</p> <ul style="list-style-type: none"> • Put ice blocks in cooler and pack with juices, desserts and cold or frozen meals. Check those with special labels. • Pack soups/hot meals in bags (check specials are in correct bag). • Write down any messages and call clients who were not at home for meal delivery upon return from delivery. • Liaise with Administrator and Volunteer Coordinator as required.



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<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;">ADMINISTRATOR</p> <ul style="list-style-type: none">• Process volunteer applications• Answer phones• Other assignments as required	<p style="text-align: center;">DELIVERY</p> <ul style="list-style-type: none">• Drivers are required to check meals issued agrees with counts as specified in the route book and that• Clients with special meals will have a label with their name affixed to the meal.• Report back any discrepancies or problems on the routes on return to MOW.• Knock on the client's door, leave the meal on the doorstep and step away while the meal is collected. If the meal is not collected, this should be reported to the office.
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I have read the above and understand my Volunteer Commitment

Signed: _____ Date: _____

Please scan to : MOWVolunteers@logic.bm