

Role	Monash Meals Driver- Volunteer
Program	Monash Meals, delivering meals
Reporting to	Gaye Berry Meals Supervisor Gaye.Berry@monash.vic.gov.au P: 9807 1630
Location	Mount Waverley Youth Centre 45 Miller Crescent Mount Waverley 3149
Monash Volunteering	volunteer@monash.vic.gov.au
Aims/Objectives	To provide a nutritious well-balanced diet to vulnerable clients enabling them to remain in their homes for as long as possible.
Commitment	Volunteers will be required to make a regular commitment, preferably one or two mornings per week (with the exception of Public Holidays), based on their availability. Approx 9.30am till 12:00pm
Key responsibilities	• Follow directions as per the meal delivery run sheet. • Confidently navigate the streets of Monash in your own vehicle. • Deliver the correct meals to the correct clients. • Ability to work within guidelines, policies and procedures of Monash City Council • Notify the Meals team of availability. • Assist in the monitoring of the well-being of clients and provide feedback to Meals Supervisor/Team. • To carry a working mobile phone while on all delivery rounds. • Take direction from Meals Supervisor and Meals tea Maintain links with Volunteer team & Meals team by: • Reporting any program implementation/client concerns

- Attend volunteer team meetings as invited
- Attend all compulsory training sessions

Training

- Occupational Health and Safety (OHS)
- Infection Control
- Correct wearing of Face Masks (when government mandates in place)

Personal Attributes

- Support staff to run program
- Relate to people from culturally diverse backgrounds, with varying levels / skills with the English language
- Caring empathetic nature
- Patience
- Reliable and punctual
- Ability to keep all information concerning clients strictly confidential.
- Ability to read & follow meal delivery sheet.
- Excellent communication skills.
- A courteous, friendly and empathetic nature.
- Ability to relate to clients with Dementia/Alzheimer's or any disability.
- Work as part of a team.
- Adequate health, mobility and strength to safely navigate various terrains.

Qualifications and Skills

- Completion of SEV Role of the Volunteer Course & Reference checks
- Clear Police check and Working with Children's Check (Monash Council)
- Awareness and commitment to Volunteer @ Monash Policies and Procedures as outlined in the volunteer Welcome Pack
- Current Victorian Driver's License
- Mobility assessment (If required)

- Completion of Infection Control training (when government mandates in place)
- Completion of Mask wearing training (when government mandates in place)
- General interest and desire to volunteer in the community.
- Have a road worthy vehicle. We strongly suggest comprehensive car insurance.

Days of Delivery

Meals are delivered Monday's, Wednesday's and Friday mornings.

Deliveries take approximately 2 and a half hours – start time is 9.30am. Volunteers are able to choose from any of the above-mentioned days.

Volunteers receive a fuel reimbursement voucher.

Declaration: I have read and understood this role description including the requirement to bring my mobile phone in accordance with my Key Responsibilities.

Volunteer Name: _____

Volunteer Signature: _____

Volunteer Program

Leader Name: _____

Volunteer Program

Leader Signature: _____

Date ____/____/____