



Irvine Senior Services Volunteer Assignment Description

Job Assignment: Meals on Wheels Driver

Program Description: Deliver both hot and cold meals to homebound seniors in Irvine with your own vehicle.

Hours:

- Monday-Friday from 9 a.m.–Noon
- A minimum of one shift per month with a commitment of at least three months is required.

Essential Functions:

- Ability to understand, follow, and remember instructions and procedures.
- Ability to lift 20 pounds to pick up prepared food containers and deliver meals to homebound seniors.
- Return food containers and route sheets to Meals on Wheels loading area and report back any findings to Age Well Staff
- Ability to speak effectively communicate with staff verbally as well as in written form.

Requirements:

- Must be 21 years or older
- Complete volunteer paperwork including signed confidentiality policy
- Provide proof of current driver's license and auto insurance
- Complete ride along and orientation provided by City of Irvine staff
- Must pass a background check, paid for by the City of Irvine
- Automobile must be in good operating condition

Skills, Abilities and Knowledge:

- Excellent customer service skills
- Ability to communicate with participants and Age Well staff both verbally and written.
- Ability to read and follow directions.

Other:

- Volunteers may track mileage for personal tax purposes, but will not receive compensation for fuel, vehicle maintenance, or any other cost incurred in conjunction with this volunteer assignment.

Benefits:

- A great opportunity to give back to your community and provide support to older adults to main independence.
- With completion of 20 hours per calendar year, volunteers are invited to Senior Services Volunteer Recognition luncheon, a mere token of our appreciation for your service and commitment to improving the lives of Irvine residents.