



Homebound Staff Driver

Reports to: Volunteer Coordinator

Position Classification: Non-Exempt; Part Time; Hourly

Position Summary: Meals On Wheels of Tampa (MOWT) Homebound Staff Driver will be on call Monday – Friday to deliver meals to homebound recipients when volunteer drivers are not available.

Position Skills & Qualifications:

Must be available (to drive or on call) 9:30AM – 2:00PM daily

Must have and be willing to use personal vehicle

- Mileage expense reimbursed at standard IRS business mileage rate

Must maintain valid Driver's License and proof of auto insurance

Duties and Responsibilities:

- Deliver hot and frozen meals to homebound clientele Monday – Friday
- Ensure meal and side count is correct in accordance with route sheet(s).
- Performing a simple safety/well-being check on each recipient and report anything concerning.
- Maintain correct temperatures for food items by keeping food in separate containers provided.
- Travel to pick up sites to check for undelivered coolers and hot bags, report status to Volunteer Coordinator and delivering additional routes as necessary.
- Obtain confirmation signatures as required for specific clients
- Report any client who is not home or unavailable for delivery to the MOW office before leaving clientele home and moving on to next delivery
- NEVER LEAVE FOOD UNATTENDED
- Complete heat checks (training provided) as required by kitchen/office staff
- Other duties as assigned by Volunteer Coordinator and/or Volunteer Program Manager
- Always represent MOW within the community in a courteous, professional, and kind manner
- Be a positive MOW team member