



Volunteer Role Outline

Home Hot Meals Delivery Driver

Mission Statement

Age UK Plymouth exists to care for and work with older people and their carers in and around the City of Plymouth to improve their quality of life through the promotion of choice, opportunity and independence.

Main Duties:

- To transport Hot & Cold Catering to and from Age UK Plymouth Centre to our clients as directed by the Catering Manager.
- Pick up meals (hot and cold food containers) and a route sheet from Age UK Plymouth Times instructed by the Catering Manager. Allow time for staff to take temperatures. Maintain correct temperatures for food by keeping food in the containers provided and keeping them closed during transport. Record temperatures of hot and cold food at end of route.
- Greet clients, and check to see that they are ok.
- Return empty containers to pick up point immediately after delivery. Notify your line manager of any problems or client needs.
- Comply with the Charity's Health and Safety policies and other relevant policies and procedures as contained in the Employees Handbook and as appropriate to the post.
- Support the Catering Manager with the administration of the Meals on Wheels service when required.
- To report all accidents, injuries or near-misses to the Catering Manager.
- To undertake any training considered appropriate to the post.
- To undertake such other duties as are reasonably appropriate to the post and to work flexibly to meet the needs of the Charity.

Person Specification:

- Valid UK Driving Licence, own car & business insurance.
- Ability to work as part of a team
- Understanding of and empathy with older people
- Reliability and trustworthiness
- Willingness to undertake training appropriate to the role

Hours of work:

12 - 2pm 5 days per week or as much as possible approx. 2 hours per day and must have their own transport and business insurance. Mileage will be paid at 0.45p per mile.

Locations : PL6, PL4, PL5, PL7 and PL9

Responsible to:

Catering Supervisor and Catering Manager

Age UK Plymouth is registered as Plymouth Age Concern a registered charity No 281820 and company limited by guarantee. Registered in England and Wales No 1499927. Registered Office: Elspeth Sitters House, Hoegate Street, Plymouth PL1 2JB