



Elmbridge
Borough Council
... bridging the communities ...

**Community Support Services
Volunteer Role Profile
Meals on Wheels Driver Volunteer**

Directorate	Community Support Services
Location	Six Centres for the Community (in Claygate, Cobham, Hersham, Molesey, Walton and Weybridge)
Reporting to:	The Centre Manager
Client group:	Older People (over 65 years)
Specific duties:	<ul style="list-style-type: none"> • Collection of meals from a centre and delivery of meals by driving on a designated route • Handling money (on occasion), • Ensuring Meals on Wheels clients are well, • Reporting back to centre Manager if Meals on Wheels clients appear unwell, confused or absent. • There may be other tasks within this role that may be required from time to time that are not included in the above. The Link Coordinator will ensure the volunteer understands the task and will provide support and supervision if required.
Would suit someone who:	<ul style="list-style-type: none"> • Would like to fill a key role in supporting Older People to remain in their homes, • Enjoys meeting people. • Has an outgoing and sociable personality. • Is customer focused. • Wants to support their local community • Increase their experience and improve their employability
Required skills:	<ul style="list-style-type: none"> • Good communication. • Driving • Confident in handling money (occasionally)
Induction and training:	We provide a comprehensive induction programme including an ongoing training and awareness raising programme
References:	2 satisfactory references are required
DBS status:	An Enhanced DBS check is required for this role.
Time of sessions:	<ul style="list-style-type: none"> • Length of routes vary however volunteers need to be at the centre by 11.30 a.m. It is likely to take 2 hours per round. • Deliveries are Monday through to Sunday,
Commitment required:	<ul style="list-style-type: none"> • Must hold a valid full driver's licence • Own a car with a valid MOT • Own a car which is insured for delivering Meals on Wheels • Own a car with valid Vehicle Excise Duty Tax. • Volunteers may be required to work hard as rounds can be quite busy, so time will go quickly. • We need a schedule of volunteers at least one week in advance. We can offer regular slots on the rota or an on-call rota.
Satisfaction/benefits:	<ul style="list-style-type: none"> • Payment of miles travelled whilst delivering Meals. • Offer of a Loss of no claims bonus insurance/excess cover scheme.

	<ul style="list-style-type: none">• A contribution towards the work of Community Support Services and a great way for you to meet and make new friends in the local community.
Contact information:	Preventative and Support Services Manager Community Support Services Elmbridge Borough Council Civic Centre, High Street, Esher Tel No: 01372 474552 Email Address: commservices@elmbridge.gov.uk