

HOME DELIVERED MEALS

INFORMATION & INSTRUCTIONS FOR VOLUNTEERS

Qualifications of Clients:

1. Age 60 years or older.
2. Homebound (has no transportation & generally confined to home).
3. Unable to prepare meals and no one lives in home with them who can.
4. This service is not based on income or financial resources.

Type of meals available:

1. Regular diet (for most clients)
2. Therapeutic diet (for diabetic clients-must be ordered by doctor)
3. Frozen meals (generally for persons who live in areas too remote for daily routes) Regular or therapeutic diets available.

Instructions for Volunteers:

1. Delivery schedule: Monday thru Friday (except holidays)
When a holiday occurs extra food is sent out the last delivery day before the holiday.
2. Time of delivery: Start delivering between 10:30am and 10:45am from the SENIOR CENTER.
3. Method of transport of food:
Food temperature is a critical factor to prevent spoilage.
Hot food is packed for delivery at 140 degrees. It is placed in insulated carriers to keep it hot. Carriers should be kept closed except when removing food trays.
Cold food is kept at 40°F in coolers with ice.
4. Routes:
Special route maps and written directions to client homes are provided these are revised daily as necessary. Every effort is made to make the routes as simple as possible, however if you know a "short-cut" which makes the route easier for you, feel free to use it.
5. Delivery:
If a client is not at home and there is no one there to receive the food **DO NOT LEAVE IT**. Give it as an extra to another **client** on the route. **Do not** return extra food to the Senior Center or other designated place.
6. Return the hot food carrier and cooler to the Senior Center or other designated place.
7. Emergencies:
Should you find the client in physical distress call 911 from their phone. For non-emergencies call the Senior Center () fill out Client Report Form and return to the Senior Center.

Tips for Transporting Food

- Keep cold food cold, at 40 °F or below. To be safest, place cold food in cooler with ice or frozen gel packs. Use plenty of ice or frozen gel packs. Cold food should be at 40 °F or below the entire time you are transporting it.
- Hot food should be kept hot at 140 °F or above. Wrap the food well and place in an insulated container.

