

**Position Title:** Meals on Wheels Runner  
**Reports to:** Meals on Wheels Supervisor  
**Location:** 192 Carlton Street, Toronto ON, M5A 2K8

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**POSITION SUMMARY:** The Meals on Wheels runner position delivers nutritious meals to individuals who are unable to prepare their own meals at lunchtime.

**QUALIFICATIONS:**

- Reliable and punctual; sensitive to the needs of others
- Able to physically carry meal delivery bags
- Good comprehension of the English language to receive instructions, interact with clients, and communicate with other volunteers/staff.
- Able to accept feedback and work well as part of a team



**MAJOR RESPONSIBILITY INCLUDE, BUT ARE NOT LIMITED TO:**

- Assists with unloading food from delivery vehicle
- Pick up Meal delivery bags and route sheet
- Deliver meals to clients at designated stops on route sheets
- Observe clients' appearances and health when delivering meals
- Report problems or concerns to the Meals on Wheels Supervisor immediately upon completion of route
- Adhere to Meals on Wheels policies and procedures

**COMMITMENT:** *11:15 a.m. to 1:30 p.m. a minimum of one day per week for a minimum of 3-months.*

**RECRUITMENT PROCESS:**

- Complete agency volunteer application form;
- Attend a Meals on Wheels On-Boarding and Training session;
- Receive on-the-job training with experienced Meals on Wheels volunteer(s).

**DRESS CODE:**

- Dressed appropriately for meal deliveries and the weather; close-toed shoes are required
- Clothing does not include words, pictures or slogans that may be considered offensive

**BENEFITS**

- Interaction with frail seniors, individuals with Alzheimer disease or other dementias and adults with a disability or illness
- Opportunity to meet new people and promote the wellness and independence of clients
- TTC tokens provided to volunteers who live more than 5km away and do not qualify for the Ontario Works transportation allowance
- Reference letter provided after 24 hours of volunteer service

**For more information, and to apply, please contact:**

Volunteer Department  
416-863-0499 ex. 3225  
[volunteer@dixonhall.org](mailto:volunteer@dixonhall.org)