

Three Rivers Community Action, Inc.

Home Delivered Meals Volunteer Procedures

In the community of Faribault, we serve 70-80 older Americans and occasionally disabled persons under 60. Meals are prepared at District One Hospital, Monday through Friday, except on major holidays.

1. You will receive a driver schedule for each week you have volunteered to deliver meals. This needs to be filled out and returned to Jenny Nelson by mail (or in person) at the following address:

Three Rivers Community Action, Inc.
Attn: Jenny Nelson
1414 North Star Drive
Zumbrota, MN 55992
800-277-8418

2. Volunteers must maintain a current driver's license and insurance. They must have the ability to carry the thermal meal container, climb steps and maintain participant confidentiality.
3. You may have five people drive each day for one week or five different drivers each day for all five routes. Each route is given a number. Volunteers should always remember the number of the route that they chose.
4. We recommend you have one or two people for backup.
5. Give each volunteer a copy of the Home Delivered Meals Volunteer Handbook.
6. When it is your week, give each volunteer a copy of the schedule.
7. On their assigned day, the volunteer will pick up the meals at District One Hospital by 11:15 a.m. by the main entrance. The route numbers are on the carriers along with a list of participants and a route map.
8. When delivering the meals, pick up the individual food container from the previous meal(s). When all meals are delivered, the thermal meal container (cooler) and used meal containers are returned to District One Hospital.
9. Some clients have chosen to provide a cooler outside their door when they are not home on a given day. It is ok to place the meal inside the cooler.