



*Nourishment • Comfort
Hope • Dignity
for Homebound People
with AIDS, Breast Cancer
& Other Life-threatening Illnesses*

Driver Orientation

THANK YOU FOR VOLUNTEERING! Without you we could not feed our clients. Here are some tips that will make your job easier and help us do our job well.

Driver Responsibilities:

Drivers are invaluable to the mission of Meals of Marin. Our clients depend on you for their meals. In many cases, our meals may be the only source of food that a client has. Therefore, we must do everything we can to ensure that clients receive hot meals every day, and that the meals arrive around dinnertime.

What to Expect:

When you come into the kitchen to pick up meals you will see brown lunch bags on the counter that contain lunches, salads and desserts. The hot entrees for your route are kept in the oven. Please ask the chef for the hot meals for your route and store them in the cooler provided. Better yet, bring your own cooler. That way, you don't have to bring ours back to the kitchen after your route is done. There will be a list of the clients at the entrance of the kitchen with directions to their homes and a tally sheet that indicates how many meals and side dishes each client will receive. **Some of our clients receive meals for their partners or children and many of them have dietary restrictions that exclude certain items.** Please make sure to **not mix up the meals** when you deliver them, as they are marked with the clients' names for that reason.

You will:

- Place all of your lunch bags containing lunches, salads and desserts into separate plastic bags for each client. Some clients may have dietary restrictions and receive yogurt or fruit instead of a salad, bread or dessert. Some clients also receive food for a child or partner. You can take this opportunity to put your lunches and dinners in order (from the first client to the last client). Organize the dinners in your cooler so the first stops are on the top. (You would be surprised how much time this can save on the route.) **This is an important step because it allows you to see if you are short of any food.** If you are short, please tell a staff member.
- For your first time delivering, you will be given a map that clearly outlines the route. However, you will need to look at it closely to see if it corresponds with the **written directions**. Clients can add and drop their meals daily, so the written directions are the most accurate (they are in order of the stops you will be making). The directions explain how to get to each individual client's home **from our kitchen**, as our client list can change daily.

- **Some clients may not be home when you deliver.** Please knock or ring the doorbell and if no one answers, leave the hot dinner in the client's cooler (if they have one) and hang the plastic bag containing the cold lunch on the doorknob. If no cooler is present, place both the hot dinner and the cold lunch in a plastic bag and hang it on the client's doorknob. **Do not put food on the floor!** If you are unable to reach a client's door due to a locked gate, please leave the meals on the gate in the plastic bag. Always make sure that animals cannot get to the food.
- **PLEASE DELIVER ALL THE MEALS!** If you encounter any problems (i.e. can't find a client, food still there from the day before), please call Carola's cell phone: 246-8024. **DO NOT JUST ABANDON THE MISSION!!!**
- It would help tremendously if you brought along a "buddy-in-training" in advance who could substitute should you be unable to fulfill your commitment.

If you have any problems, feel free to call the MOM office at 457-4666. If no one answers, leave a message describing your problem so we can address it the next day.