

Directions for Delivering Daily Bread – Meals on Wheels

Pick up time is between 9:30 AM at Senior Services of Central IL (701 S. Mason). Please pull around by to door # 2 for pickup.

Each route has two delivery bags: one is for hot food, and one is for cold food. Each recipient should receive a component from both bags.

Route lists, maps, and directions will be given to you as you pick up the food. A larger car is better for deliveries. If using a small car, both partners may need to drive.

Routes generally take between 45 minutes and an hour.

Meals are customized for the needs of each recipient. Please make sure you are giving the right meal components to each recipient.

Most recipients are able to come to the door for their meal. Recipients may ask you to take a written or verbal message to the Daily Bread Meals on Wheels office; please write the message on the route sheet and notify the Meals on Wheels coordinator when you return the delivery bags to Senior Services.

If someone needs immediate medical assistance, call 911—even if the person says not to—and wait with them until 911 assistance arrives. Please call the volunteer coordinator so she knows what has happened.

If a recipient offers you a tip, please politely decline. If a recipient gives you a check to pay their bill, please give it to the Meals on Wheels coordinator when you return the delivery bags to Senior Services.

Meals cannot be left at unoccupied residents. Please disregard any instructions left at the home if no one is present. If there are extra meals, you may double up the last participants on the route sheet. Due to time temperature control, meals will be disposed of once returned to Daily Bread office.

Feel free to chat briefly with recipients, but be aware that for food safety, all recipients need to receive their meals within an hour and fifteen minutes after pickup. If you'd like to have a longer chat with a recipient, please finish your route first and go back to chat after everyone on your list has received their meals.

After completing your route, please return clipboards, route sheets, delivery bags, and any undelivered meals to Senior Services of Central Illinois. Please return undelivered meals to Senior Services of Central Illinois, 701 W. Mason St. Use the kitchen entrance near the garage door. Delivery bags should go on the carts labeled as Meals on Wheels, and clipboards with route sheets should be given to the Meals on Wheels coordinator. Bags and clipboards should be returned immediately after your route unless other arrangements are made.

Please inform Senior Services' nutrition staff of any concerns you may have related to a recipient.

Thank you for assisting Daily Bread - Meals on Wheels! Our meal recipients tell us that volunteers brighten their days.



Sincerely,

Autumn Osborne
Volunteer Coordinator
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