

Summer Student for Meals on Wheels of Fredericton

Hours: Monday to Friday; 8:30 – 4:30; lunch from 12:30 – 1:30

Employment opportunity: 10 weeks (start and end dates somewhat flexible, but to run as close to mid-June to the third week in August as possible)

Must have a SEED voucher

Duties:

1) Telephone:

Dealing with the public / Dealing with volunteers

Understanding of scheduling drivers; regulars / subs

Responding to client telephone inquiries / requests

Accessing messages left on voice mail

Follow-up procedures when client does not answer to receive meal

Meal Delivery Procedures:

Understanding of dealing with meal additions / cancellations / changes

Visiting meal preparation depots with staff

Delivering meals with staff member or an experienced volunteer

The MOW computer system:

Entering client information / meal schedules

Understanding menu schedules and updating as needed

Understanding of driver schedules and delivery routes

MOW database Update:

Preparing and distributing client evaluation forms.

Inputting client information updates as per information from mail-out.

Contacting clients to clarify missing information as necessary

Fundraising Initiatives:

Contacting Fredericton area businesses for participation in “Dress Down Days Program”

Updating changes in contact information as required

Assisting in preparation for Fall Fund Raising activities

Other tasks will include photocopying, faxing, sorting client menus or other tasks as assigned by staff: