



*Hello,*

*Thank you for taking the time to make a difference in our community. The Senior Center of Jackson Hole helps people 60+ live their best lives. We are glad to have you on board!*

*The Senior Center of Jackson Hole is proud to be a member of Meals on Wheels America. Through the Meals on Wheels program, we deliver food to homebound seniors in and around Jackson. The program not only provides nutritious meals, but the opportunity for a friendly visit and daily safety check. We hope you enjoy the opportunity to get to know the wonderful members of the community that we serve.*

*During your first volunteer shift at the Senior Center, I will go through a volunteer checklist with you ensuring you have information regarding the Senior Center, the routes, the meals, and the individuals. Please take a moment to read some background information so you are prepared for your first shift.*

*Please don't hesitate to contact me with any questions you have. I look forward to working with you!*

*Hannah Sell*

*Activity and Volunteer Coordinator*

*[info@seniorcenterjh.org](mailto:info@seniorcenterjh.org)*

*570-337-7598*

830 E Hansen Ave  
PO Box 4677, Jackson, WY 83001  
(307) 733-7300  
[www.seniorcenterjh.org](http://www.seniorcenterjh.org)



### Meals on Wheels Volunteer Time Commitment

Meals on Wheels (MOW) are delivered Monday - Friday from the Senior Center at 11:30 am. You can sign up for a regular weekly shift or sign up to sub when you're available. No matter your availability, we appreciate your time! There are 4 different delivery routes. All take approximately 1 - 1.5 hours depending on the day.

### Volunteer Benefits

- **Meals** - As a volunteer, you are eligible to eat lunch with us at the senior rate of \$4.00. Lunch is served at the Senior Center from 12 pm - 1 pm, M-F. Meals MOW volunteers are eligible for a carry out meal. Reserve your meals by 10:30 am on the day you are delivering by calling the Senior Center.
- **Mileage Reimbursement** - MOW volunteers are eligible for a monthly reimbursement for their mileage. This reimbursement can also be donated back to the Senior Center. Forms are available at front desk.

### Scheduling

- MOW scheduling is done through [signupgenius.com](http://signupgenius.com). You will receive an email invitation to participate in the monthly sign-up.
- Hannah may send out emails or texts requesting subs for shifts that still need to be covered.

### Logging Volunteer Time

- You will be given a key card to log your volunteer hours. This helps us keep track of volunteer hours in our database. This will be included in your volunteer orientation

### Cancellations

- Please give at least 24 hours notice when cancelling a scheduled shift.

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## Senior Center Volunteer Description – Meals on Wheels

### Volunteer Functions Include:

- Reports to the Senior Center by 11:30am on assigned day
- Delivers meals to individuals on assigned route
- Maintains confidentiality
- Communicates and works with individuals in a respectful manner
- Reports concerns of health and safety regarding an individual or the program to coordinator immediately
- Follows verbal and written instruction from coordinator

### Physical Demands:

- Ability to lift items up to 20 lbs.
- Ability to drive an automobile safely
- Ability to negotiate walking and carrying items in bad weather (e.g. wind, rain, snow, ice, etc.)

### Special Knowledge, Skills and Abilities:

- Ability to drive an automobile
- Experience working with older adults and people with disabilities
- Able to read and follow directions from a map or GPS

### Minimum Qualifications:

- Possesses a valid Driver's License and Auto Insurance that is current and includes liability coverage.

*Note: Nothing in this volunteer job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*



## Confidentiality

- No individual may disclose to a third party, including his/her own family, information learned from client records, files, medical charts, client accounts, management information systems or any other data sources during the course of his/her work.
- Volunteers may not access, release or discuss or in any manner disclose the confidential information of clients without proper consent, unless the volunteer must do so to carry out specific assigned job functions.

## SCJH CONFIDENTIALITY STATEMENT

As an employee/volunteer of the Senior Center of Jackson Hole, I fully understand that confidentiality is extremely important. I will in all cases and situations keep confidentiality first and foremost. I understand should I break this agreement, termination of my employment/volunteer status may result.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



**Senior Center of Jackson Hole  
Non-discrimination and Sexual Harassment Policy**

This policy prohibits all forms of illegal discrimination and sexual harassment within the Senior Center of Jackson Hole.

1. All programs, policies, procedures and activities conducted by and through the Senior Center of Jackson Hole and its employees and volunteers shall be conducted without regard to race, color, national origin, sex, religion, and marital status, and political affiliation, mental or physical disability except where such status is a bonafide occupational qualification.
2. The Senior Center of Jackson Hole will review and monitor personnel / volunteer activities to ensure equitable treatment of all who are employed by or participants at the Senior Center of Jackson Hole.
3. Any employee / volunteer or participant of the Senior Center of Jackson Hole who is a target of discrimination or sexual harassment is to notify the Senior Center of Jackson Hole.
4. Any employee or volunteer found to have discriminated, harassed, intimidated, retaliated or interfered in any way with the creation and maintenance of an equitable environment at the Senior Center of Jackson Hole will be dealt with in accordance with the Center's personnel rules.
5. Any Senior Center of Jackson Hole employee, volunteer or participant who believes that he/she has been subjected to any of the above may file a complaint with the Senior Center of Jackson Hole.

**I have read and agree to follow the above stated policy.**

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



STATE OF WYOMING  
Teton County Environmental Health  
P.O. Box 937, 460 E. Pearl  
Jackson, Wyoming 83001  
Ph. (307)732-8490 Fax. No. (307)732-8491

### **HANDWASHING POLICY**

Food employees shall clean their hands and the exposed portions of their arms immediately before engaging in food preparation including working with exposed food, clean equipment and utensils, and unwrapped single-service and single-use articles:

1. After touching bare human body parts other than clean hands and clean, exposed portions of arms;
2. After using the toilet room;
3. After caring for or handling service animals or aquatic animals;
4. After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking;
5. After handling soiled equipment or utensils;
6. During food preparation, as often as necessary to remove soil and contamination and to prevent cross contamination when changing tasks;
7. When switching between working with raw food and working with ready-to-eat food; and
8. After engaging in other activities that contaminate the hands.

### **HANDWASHING PROCEDURE**

Food employees shall clean their hands and the exposed portions of their arms with a cleaning compound in a lavatory, by vigorously rubbing together the surfaces of their lathered hands and arms for at least 20 seconds and thoroughly rinsing with clean water. Employees shall pay particular attention to the areas underneath the fingernails and between the fingers.

Employees may not clean their hands in a sink used for food preparation, or in a service sink or a curbed cleaning facility used for the disposal of mop water and similar liquid waste.

Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough.

Unless wearing intact gloves in good repair, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food.



## Senior Center of Jackson Hole Fall/Injury Procedure

In case of a fall or other injury to a client of SCJH, the following procedure is to be utilized:

1. Fall or injury on the premises of SCJH:
  - Notify staff member
  - Complete Incident Report form (available at front desk)
  
2. Fall or injury at client's home:
  - Call 911 to report the incident
  - Notify Hannah, Volunteer Coordinator and MOW coordinator
  - If the person refuses service, fill Refusal of treatment form available at Senior Center.
  - Fill out Incident Report Form at Senior Center

**I acknowledge that I have read and understand the fall/injury procedure.**

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Volunteer Signature

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Date

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Printed Name