

Job Description For Food Chairman

Updated 11/14/05

Requirements

- Appointed by the W.M. Director with the agreement of the Executive Committee
- Term is 1 year long, may be reappointed for more terms

Duties

- Call meal providers on list to arrange for meals to be delivered to those who are ill, injured, recently had a baby, etc.
- Maintain a list of people who can help provide meals.
- Be considerate of special diet needs, number of people in the household, and age of the recipients.
- Be in regular contact with the recipients so that you can best provide the meals that they need and when they need them.
- Encourage meal providers to occasionally do a complete meal.
- Be aware of the area that recipients live so that you can arrange to have providers who live in the same approximate area so as to make deliveries easier.

***Special Note—This job only requires that you have a telephone. You ARE NOT required to deliver meals yourself. If you do not have transportation or are unable to drive, you can still do this job!**