

# Volunteer Meal Delivery Checklist

Guidelines for Pick-Up, Delivery, and Drop Off of Mobile Meals.



## Route Assignments

You will deliver meals based on your assigned route. Our routes are as follows.

- **Banner Main Hospital**
  - Route Abbreviation: BMC
  - Address: 1625 N Campbell Ave., Tucson, AZ 85719
- **Banner South Hospital:**
  - Route Abbreviation: BSC
  - Address: 2800 E Ajo Way, Tucson, AZ 85713
- **St. Joseph's Hospital:**
  - Route Abbreviation: SJH
  - Address: 350 N Wilmot Rd., Tucson, AZ 85711
- **St. Mary's Hospital:**
  - Route Abbreviation: SMH
  - Address: 1601 W St Mary's Rd., Tucson, AZ 85745
- **Tucson Medical Center:**
  - Route Abbreviation: TMC
  - Address: 5301 E. Grant Rd., Tucson, Arizona 85712
- **Handmaker Jewish Services**
  - Route Abbreviation: Handmaker
  - Address: 2221 N. Rosemont Blvd., Tucson, AZ 85712

## Picking Up the Meals

1. Arrive at the assigned location (hospital or restaurant) by 11:00 am (meals are typically put out between 10:45 am and 11:00 am).
2. Find the list for your assigned route (located on a clipboard with your meals), along with the meal trays with meal slips, and the delivery bags.



Meal Cart

**Summary Delivery List for TMC-1  
For Monday, July 10, 2023 through Friday, July 14, 2023**

*This would be Tucson Medical Center Route 1*

3. Check the list for accuracy.
  - a. Review the names, notes, and days they receive meals.
  - b. Ensure there is a meal tray for everyone that should receive a meal.
    - i. Each tray represents two (2) meals; lunch and dinner.
    - ii. Compare the names on the delivery list with the names on the meal slips inserted into each tray.

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Client	Status	Address	Phone	Delivery Days
Tom Hanks	active	2920 Zoo Drive, San Diego, CA 92101	(520) 917-3355	M(2) T(2) W(2) Th(2) F(0)
Delivery Instructions:				

*Monday-Thursday, the client receives lunch and dinner, or (2) meals. Friday, the client days does not receive any meals, or (0).*

4. Be sure there are enough empty bags for the meals to be delivered.
  - a. Please leave meals in trays until you arrive at client's residence.
5. Load the meals, bags, and clipboard with delivery list into your vehicle.

## Delivering the Meals

Meal delivery takes place between 11:00 am - 1:00 pm. If for any reason there is a significant delay, please call Mobile Meals at (520) 622-1600 so that we can notify the clients.

1. At the client's residence, transfer the client's meals to the bag (1 bag/client/tray).
2. Transfer the meal slip to the bag to remember which client the meals belong to.
  - a. If an apartment building, make sure to check there are not multiple deliveries in the same building, if so, take all the meals with you in one trip to save time.
3. Reclose the tray and fasten with the Velcro strap.
4. Continue to deliver all meals in the same manner.

**IMPORTANT!** Do not leave meals at the door unless you have spoken with the client.

## Possible Delivery Scenarios

Here are a few examples of things that could happen while delivering meals.

- You have too many meals. Give the extra meal to a client or to someone in need.
- You don't have enough meals or bags. Call Mobile Meals at (520) 622-1600.
- You can't find an address or client is not home. (1) Read the delivery notes, (2) Call the client, (3) Call Mobile Meals

## Returning the Trays

When finished delivering, please be sure to return all items to the pick-up location.

1. Return all trays, unused bags, the delivery list, and clipboard
2. Discard any extra meals

**Summary Delivery List for TMC-1**  
**For Monday, July 10, 2023 through Friday, July 14, 2023**

Route

Client Names

Delivery Days  
 - Indicates on which days the client receives meals and how many meals.

Client	Status	Address	Phone	Delivery Days
Tom Hanks	active		(520) 917-3355	M(2) T(2) W(2) Th(2) F(2)
Delivery Instructions				
Jennifer Lopez	active		20560	M(2) T(2) W(2) Th(2) F(2)
Delivery Instructions	Please call			
Brad Pitt	temporarily inactive	1601 NASA Parkway, Building 30, Unit 409, Houston, TX 77058		M(2) T(2) W(0) Th(2) F(2)
Delivery Instructions	Building 30			
Beyoncé Knowles	active			M(2) T(2) W(2) Th(2) F(2)
Delivery Instructions	Please call client			
Leonardo DiCaprio	active		(520) 794-3355	M(2) T(2) W(0) Th(2) F(2)
Delivery Instructions				
Angelina Jolie	active	3200 Mount Vernon Memorial Highway, Mount Vernon, VA 22121	(520) 887-4803	M(2) T(2) W(2) Th(2) F(2)
Delivery Instructions:	enter through the main lobby entrance - we are the first apartment to the left 520-886-5627 client cell.			
Dwayne Johnson	active	350 5th Avenue, New York, NY 10118	(520) 388-3355	M(2) T(2) W(2) Th(2) F(2)
Delivery Instructions				
Scarlett Johansson	active	400 Broad Street	(520) 793-4803	M(2) T(2) W(2) Th(2) F(2)
Delivery Instructions				
Robert Downey Jr.	active	300 Alamo Plaza, San Antonio, TX 78205	(520) 883-3355	M(2) T(2) W(2) Th(2) F(2)
Delivery Instructions				
Emma Watson	active	1600 Pennsylvania Avenue NW, Washington, D.C. 20500	(520) 597-4803	M(2) T(2) W(2) Th(2) F(2)
Delivery Instructions	call if gate is closed			

Client Status  
 - Indicates if they are currently receiving meals

Tom Hanks receives (2) meals each day of the week.

Brad Pitt is "temporarily inactive" and currently not receiving meals

Remember!  
 Each tray contains two meals. (lunch and dinner)

Leonardo DiCaprio does not receive meals on Wednesday "(0)"

Special delivery instructions may also be included on the list

*This is a sample list only. Names, addresses, and phone numbers are fictitious.*

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If you have any questions or need help, please do not hesitate to call Mobile Meals at **(520) 622-1600.**

**You Did It!**  
**Thank You!**