

**Job Title: Meal Deliverer (PT)**

**Supervisor: Dispatch Manager**

**Job Status: Part-Time, Non-Exempt**

**Job Hours: 25 hours per week, Monday through Saturday (5 Days a week)**

**Location: Midtown Manhattan**

**Compensation: Commensurate with Experience**

**About Encore:** How have you impacted someone's life today? At Encore Community Services, our teams are dedicated to supporting the lives of older New Yorkers so that they may live with dignity and decency in a safe and caring environment. For over 40 years, Encore Community Services has provided care to the elderly of the Clinton, Times Square, and Midtown communities. Encore provides a comprehensive array of programs for older New Yorkers including supportive and affordable housing, home delivered and sit down meals, case assistance, education, recreation, and friendly visiting. The organization takes a "no wrong door approach" to ensure Seniors are able to access all of their neighborhood and other entitled resources so they may age in place comfortably for as long as possible. Encore is at an exciting inflection point in its development. The organization is working to build off a rich history to deepen its services and scale the work of giving back to seniors. Encore is keenly aware that the demographics of Older New Yorkers is rapidly evolving. Therefore, Encore must also evolve to ensure the health, mental health, and economic stability of New York's diverse and vibrant senior community.

**About Position:** The Meal Deliverer will be responsible for all aspects of meal delivery to Encore's homebound elderly in the contracted areas of Manhattan which includes 14th Street - 116th Street and across 5th Avenue and 12th Avenue. The Meal Deliverer will be the point person in ensuring that clients meals/food boxes are delivered. At times, the Meal Deliverer must be reliable, personable, patient, have good communication skills and must be able to identify emergency situations with clients. The Meal Deliverer will need to be flexible, be available to work some holidays, emergencies and during inclement weather. The ideal candidate will be a team player with a "roll up their sleeves to get the job done" work ethic.

**Benefits:** This position is a part-time position with benefits that include flexible scheduling, paid time off (vacation, sick days and earned floating holidays) and transit benefits.

**Responsibilities:**

- Assist with meal packaging for the homebound clients;
- Follow all the procedures necessary to deliver meals in a timely, safe and proper fashion;
- Deliver meals to homebound clients, as well as holiday and emergency meals, as necessary;
- Mark off route sheets as meals are delivered;
- Collect and record client contributions; return safely to Dispatch Manager;
- Assist in taking monthly end-of-route meal temperatures;
- Deliver program materials and information to the homebound;

- Notify Dispatch Manager of any change in client's status or inability to deliver a meal Face-to-Face;
- Move, unpack and store food items and supplies and clean meal carrier bags as required;
- Meet with Dispatch Manager at end of routes to provide tally of delivery information;
- Be available to work a flexible week between the days of Monday through Saturdays (with an applicable day off) and Holidays and during emergencies, as requested;
- Attend all quarterly in-service trainings;
- Perform other tasks assigned by the Dispatch Manager;
- Carefully load the vehicle for transport.

**Required Qualifications:**

- High school diploma or equivalent;
- Must be able to speak, read and write English; bilingual (Spanish) preferred and a plus;
- Must be able to work independently, lift and carry two or more bags of 30 pounds on a rolling cart for a 10-block radius;
- Must be dynamic, caring and innovative;
- Able to climb several flights of stairs and be on one's feet for several hours;
- Must be able to deliver meals/food boxes in elevator and non-elevator buildings;
- Able to identify emergency situations; have patience and good people skills;
- Must be flexible and be able to work Monday through Saturday (5 days a week), Holidays and during weather emergencies and/or emergencies as requested.

**How to apply:** Email Resume and Cover Letter to [jobs@encorenyc.org](mailto:jobs@encorenyc.org). In the subject line, please indicate "Meal Deliverer (PT)".

**All new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by Encore Community Services.**

*Due to the high volume of applicants, only qualified candidates will be contacted. No phone calls please. Encore Community Services is an equal opportunity employer and does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation. Reasonable accommodations may be made to enable individuals with disabilities as defined by the ADA to perform the essential functions of the job.*