

**Job Title: Meal Deliverer (Full Time)**

**Supervisor: Dispatch Manager**

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

**Job Hours: 35 hours per week, Monday through Saturday (8AM-4PM, 5 days a week)**

**Location: Midtown Manhattan, On-Site**

**Compensation: \$18 per hour, \$32,760 Annually**

**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 (FT) 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 and/or weather emergencies. The ideal candidate will be a team player with a "roll up their sleeves to get the job done" work ethic. Dynamic, caring and innovative individuals strongly encouraged to apply.

**Benefits:** This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental, Visions, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 5% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits.

**Job 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 Assistant Director
- Assist in taking monthly end-of-route meal temperatures

- Deliver program materials and information to the homebound
- Notify Supervisor 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 Assistant Director at end of routes to provide tally of delivery information
- Be available to work on holidays and during emergencies, as requested
- Attend all quarterly in-service trainings
- Perform other tasks assigned by the Dispatch Manager and Senior Director of Operations

**Job Requirements:**

- High school diploma or equivalent, preferred
- Must be able to speak, read and write English; conversational Spanish preferred.
- Have the ability to work independently, lift and carry a minimum of 30 pounds.
- 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 emergencies; and have patience and good people skills.
- Available to work Saturdays.

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

*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.*

**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.**