



239 West 49th Str.
New York, NY 10019
212-581-2910

Job Title: HDM Driver

Supervisor: Dispatch Coordinator, HDM Director

Job Status: Part-Time, Non-Exempt

Job Hours: 25 hours per week, Monday – Friday with Saturdays as needed

Location: Midtown Manhattan, On-Site

Compensation: \$18/hourly

About Encore: Known widely as *Broadways longest running act of loving care*, Encore's mission is to improve the quality of life for older New Yorkers so they are not just surviving, but thriving. Through a robust array of programming, Encore takes a "no wrong door approach" to ensure Seniors are able to age in place comfortably for as long as possible. **Encore is recognized as one of the most respected and trusted nonprofit organizations providing services for older New Yorkers in New York City.** Encore is on the cutting edge in the human service field and is a staunch advocate not only for older New Yorkers but also for the essential human service employees who serve as the City's safety net. **Do not miss this chance to work for a mission-oriented organization, which centers employees as its number one resource.**

About Position: The HDM Driver will be responsible for all aspects of meal delivery and transportation of Meal Deliverers 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 HDM Driver will be the point person in ensuring that Meal Deliverers are brought to and picked up from designated routes in order to deliver homebound clients meals/food boxes. The HDM Driver must be reliable, personable, patient, have good communication skills and must be able to identify emergency situations with clients. The HDM Driver 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 HDM Director
- Assist in taking monthly end-of-route meal temperatures
- Deliver program materials and information to the homebound
- Notify HDM Director 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 Data Manager at end of routes to provide tally of delivery information
- Carefully load the vehicle for transport
- Transport meals and deliverers to and from various locations and deliver meals
- Responsible for pick-up and return of vehicle to designated parking area
- In conjunction with Dispatch Coordinator, maintain valid inspection/vehicle registration

- Clean vehicle (exterior/interior) as needed and maintain daily mileage log
- Report vehicle problems to Dispatch Coordinator
- Follow all vehicle rules for safety and remind passengers of: using seatbelts while en route, no eating, drinking or smoking in the vehicle
- Sign in and out for credit card, bring receipts to HDM Director
- Maintain gas level (not to fall below ¼ of a tank) and purchase gas as necessary
- Never leave vehicle idling while parked and adhere to all NYC traffic and parking standards
- Never park vehicle in a manner not covered by vehicle's parking permit
- Be available to work a flexible week between the days of Monday through Friday (Saturdays as needed) Holidays and during emergencies, as requested
- Attend all quarterly in-service trainings
- Perform other tasks assigned by the Dispatch Coordinator, HDM Director
- Sign for all notices and policies given to you by HDM Director

Qualifications:

- High school diploma or equivalent;
- Possession of a valid New York State Driver's License Class E and driving experience in NYC;
- Must have a clean driving record;
- 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
- 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; and have patience and good people skills.

How to apply: Email Resume and Cover Letter to jobs@encorenyc.org. In the subject line, please indicate "HDM Driver".

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.