

Job Title: Meal Packer/Meal Deliverer
Program: Home Delivered Meals Program (HDM)
Supervisor: Culinary Services Manager
Job Status: Full Time/ Non-Exempt
Job Hours: 35 hours per week/ On-Site
Location: Midtown Manhattan
Compensation: \$18 - \$19 per hour

About Encore: Known widely as Broadway's 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's 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 Meal Packer/ Meal Deliverer will work with the Meal Packing Team, supervised by the Culinary Services Manager, in prepping meal packages for delivery. The Meal Packer/Meal Deliverer will also assist with the plating, labeling, and other tasks needed to complete the whole meal (hot/frozen and cold pack) in a timely fashion. Meal Packers/Meal Deliverers are also expected to deliver meals to older adults during emergencies or when there is a staff shortage in the HDM department. The ideal candidate is someone that has a strong roll-up their sleeves work ethic and works well in team setting.

Benefits: This position is a full-time position with benefits that include medical insurance (with Employee contribution), Dental & Vision plans with coverage beginning on the first day of hire, generous paid time off (vacation, personal days, sick days and earned floating holidays), 403(b) with 3% Employer Match after a year of employment, Flexible Spending Account, Dependent Care and transit benefits. We also offer time and a half pay for worked holidays.

Responsibilities:

- Work with the Culinary Services packing team in the daily preparation of homebound meals for delivery;
- Work with the Culinary Services Manager and/or Sous Chef getting ready all items needed including food and packaging of both cold and hot components of the homebound meals;
- Assist other volunteers and staff engaged in packaging the proper counts for delivery;
- Assist with filling the hot meal containers, operating the plate sealer machine;
- Assist in the cleanup of the meal packing area being sure all bags and equipment are put away;
- Follow all food handling safety policies and procedures appropriate for food preparation;

- Deliver meals to nearby routes, as needed and during times of emergencies. All HDM program staff may be asked to work over their time;
- Perform delegated tasks from the Culinary Services Manager and/or Sous Chef.

Required Qualifications:

- Excellent verbal and communication skills;
- Ability to work well under pressure and follow directions;
- Team player, Work well with others in a team like environment;
- Knowledgeable in the use of all kitchen utensils and equipment;
- Well organized;
- Be Punctual and professional;
- Exhibit sensitivity to the needs of the elderly.

Physical Requirements:

- Have the ability to lift and carry heavy objects a minimum of 50 pounds, including cases of fresh, frozen or canned food items, packed delivery bags as well as filled commercial grade pots or trays in and out of ovens;
- Have ability to stand for long periods of time both for meal packing and meal packing area cleaning.

How to apply: email Resume and Cover Letter to jobs@encorenyc.org. In the subject line, please indicate "**Meal Packer/Deliverer**".

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.