



Stanley M. Isaacs Neighborhood Center

415 E 93rd St, New York, NY 10128

Position: Part-time Meals on Wheels Deliverer
Reports to: Supervisor, Meals on Wheels
Location: Upper East Side of Manhattan, Midtown and East Harlem

Organization Overview

The Stanley M. Isaacs Neighborhood Center (Isaacs Center) is a non-profit, multi-service organization focusing primarily on the needs of children and low-income families, out-of-school and out-of-work youth, and aging New Yorkers. We operate at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver programs that are impactful, innovative, and intergenerational.

Position Summary

Responsible for the delivery of a daily meal to all clients on their assigned route. In addition, the deliverer will provide basic visual monitoring of their clients and report any significant changes to their direct supervisor for follow up.

Duties and Responsibilities

- Delivers meals to assigned participants.
- Ensures that bags are properly packed.
- Reports to office staff whenever a client is not at home to receive meals.
- Observes participant's appearance and appearance of home and reports any concerns to driver and office staff.
- Reports to driver and office staff any request for supportive services and needs by participants.
- Maintains accurate log of meal deliveries
- Delivers envelopes for participant contributions and collects contributions.
- Performs duties that will assist clients such as shopping and pick-ups.
- Delivers program materials and information to conference call participants.
- Attends all in-service training and monthly meetings.
- Meal Deliverers with driver's license may be asked to drive when needed
- Performs other duties as requested.

Minimum Qualifications

- High School Diploma or GED preferred
- Valid Drivers License
- Able to lift up to 50 pounds
- Demonstrated sensitivity to seniors
- Bi-lingual English/Spanish a plus
- Able to work Monday to Friday, 20-27 hours per week
- Able to work either Thanksgiving or Christmas Day

The Stanley M. Isaacs Neighborhood Center is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.