



Stanley M. Isaacs Neighborhood Center

415 E 93rd St, New York, NY 10128

Position: Part-time Meals on Wheels Driver
Reports to: Supervisor, Meals on Wheels
Location: Upper East Side of Manhattan. Midtown, 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 programs at community centers located in the neighborhoods of East Harlem and Yorkville, and seek to deliver experiences that are impactful, innovative, and intergenerational.

Job Summary

Drives and maintains a vehicle used to deliver meals to homebound elders. Works with a team of delivers to complete all meal deliveries for their assigned routes within an established time frame, The Meals on Wheels driver is also responsible for completion of a delivery route themselves.

Duties and Responsibilities

- Picks-up and delivers meals to homebound seniors.
- Picks-up and drops-off Delivery staff on the designated route.
- Reports any issues with meal delivery or change in client status, (i.e., vacations, clinic appointments, hospitalization, etc.)
- Keeps vehicles clean and in good operating condition, assist with the oversight of maintenance of vehicle.
- Inspects vehicles daily and reports any operational or structural defects immediately.
- Reviews vehicle documentation to ensure inspections, registration and insurance information is up-to-date.
- Maintains accurate daily log of meal deliveries and contributions collected.
- Assists in scheduling meal deliveries to minimize time and distance between delivery.
- Keeps daily gasoline and mileage records.
- Picks-up and returns vehicles to garage or parking place daily.

Minimum Qualifications:

- A valid NYS Driver's License.
- 2 or more years of driving experience in NYC or high traffic areas.
- No more than 1 moving violation in 24 months.
- High School Diploma or GED.
- Able to move up to 50 pounds.
- Prior experience supervising delivery staff is a plus.
- Demonstrated sensitivity to the needs of seniors.
- Bilingual English/Spanish is 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 le