



## JOB ANNOUNCEMENT

Hamilton-Madison House seeks a Driver/Meal Deliverer who will be responsible for delivering meals to multiple senior services sites located in the Two Bridges/Lower East Side neighborhood. Meals include breakfast and lunch deliveries. The driver will also be responsible for keeping the vehicle in good running condition. This position reports to the Assistant Director of City Hall Senior Center.

### **Minimum Qualifications:**

- Valid New York State Driver's License – Class E
- Ability to read, write and speak English
- Three years of driving experience in New York City
- Clean driving record
- Must possess Food Safety Certification or be willing to complete training, course and obtain certification
- Must be able to lift up to 30lbs

### **Essential Functions:**

- Meal delivery
  - Assist in packing congregate meals
  - Pick-up, take temperature of food, and deliver meals to satellite sites
  - Assist in set-up, temperature taking (twice), serving meals and clean-up
  - Maintain accurate log of meal deliveries
  - Assist in scheduling meal delivery to minimize time and distance between delivery points
  - Drive safely at all times
- Vehicle maintenance
  - Inspect vehicle daily and report any operational or structural defects immediately
  - Ensure that proper vehicle insurance ID cards are current and kept in vehicle at all times
  - Check fluid levels, tire pressure, windshield wiper blades, keep fuel tank above one quarter, take car in for oil changes or vehicle inspection when needed, etc.
  - Keep vehicle washed 1-2 times per month
  - Keep weekly gasoline and mileage records
  - Keep vehicle repair log
  - Pick up and return vehicle to garage daily
- Other duties as assigned

**Compensation:** \$15 per hour  
**Hours:** Monday to Friday, 20 hours per week

**To Apply:** Submit your cover letter and resume to:  
Human Resources  
Fax: 212-349-2793  
Email: [hrdept@hmhonline.org](mailto:hrdept@hmhonline.org)

**Posting Date:** November 7, 2019                      **Application Deadline:** Until filled

**Hamilton-Madison House is an Equal Opportunity Employer**