



Korean Community Services of Metropolitan New York, Inc.

Position title	Department & Location	Reports to
HDML Driver	Corona Older Adult Center	Director
	37-06 111th St., Corona, NY 11368	
Employment status	FLSA status	Effective date
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt	ASAP

About the Organization

Founded in 1973, Korean Community Services of Metropolitan New York, Inc. (KCS) is a nonprofit 501(c)(3) multi-service organization supported by government agencies, foundations, corporations, and individuals. KCS aims to develop and deliver a broad range of social service programs to meet the community's various needs.

Job description

Korean Community Services (KCS) is seeking a dependable and service-oriented Driver and Backup Driver to support its Home-Delivered Meals (HDML) program and meal transportation needs. This position includes delivering meals to homebound seniors and transporting meals between KCS senior centers and other program sites. A vehicle will be provided.

Essential Duties and Responsibilities

- Deliver home-delivered meals to seniors along assigned routes
- Transport meals from the kitchen site to KCS senior centers and partner locations
- Serve as a backup driver on additional days when coverage is needed
- Ensure safe handling and timely delivery of meals
- Maintain vehicle cleanliness and communicate any maintenance needs

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Valid U.S. driver's license
- At least one year of driving experience
- Reliable, punctual, and respectful toward older adults
- Willing to accept additional shifts on short notice

HEADQUARTERS (ADC | EDUCATION | HR | IMMIGRATION | PHRC | WF Develop.)

203-05 32nd Ave,
Bayside, NY 11361
Tel: 718-939-6137

100 Grove St,
Tenafly, NJ 07670
Tel : 201-541-1200

OLDER ADULT CENTER

42-15 166th St,
Flushing, NY 11358
Tel: 718-886-8203

37-06 111th St,
Corona, NY 11368
Tel: 718-651-9220

633 W 115th St,
New York, NY 10025
Tel: 718-886-8203,
347-923-0124

PUBLIC HEALTH AND RESEARCH CENTER (1)

315 5th Ave, #705,
New York, NY 10016
Tel: 212-463-9685

2460 Lemoine Ave, #400P,
Fort Lee, NJ 07024
Tel: 201-364-8375

103-04 39th Ave, #103,
Corona, NY 11368
Tel: 917-396-4149

PUBLIC HEALTH AND RESEARCH CENTER (2)

410 Broad Ave, #201,
Palisades Park, NJ 07650
Tel: 201-429-2866

154-05 Northern Blvd., #301-A
Flushing, NY 11354
Tel: 718-939-6137

WORKFORCE DEVELOPMENT

325 West 38th St, #1107,
New York, NY 10018
Tel: 929-300-8630,
929-341-8302

410 Broad Ave, #201,
Palisades Park, NJ, 07650
Tel: 201-429-2866

MENTAL HEALTH CLINIC

42-16 162nd St, 2FL,
Flushing, NY 11358
Tel: 718-366-9540

35-56 159th St., #2fl
Flushing, NY, 11358
Tel: 718-939-6137

410 Broad Ave, #201,
Palisades Park, NJ, 07650
Tel: 201-429-2866



A heart for service and commitment to the community

How to Apply

Interested candidates may also apply by phone, email, or in person:

Phone: 718-651-9220

Email: js@kcsny.org

Job Type: Part-time

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.

Compensation:

\$20 /hour

Working Schedule:

15-20 hours per week

Day shift

Morning shift

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