



Phinney Neighborhood Association
Food Services Coordinator Job Announcement, 24 hours a week
September 14, 2018

Position Overview

The Food Service Coordinator (FSC) is a part-time position responsible for planning, preparing, and serving nutritious snacks for all Whittier Kids programs in accordance with program guidelines (Washington Administrative Code). Whittier Kids is a program of the Phinney Neighborhood Association that provides high-quality licensed education and enrichment programs at Whittier Elementary in Ballard. The program serves nearly 150 families with children from preschool through fifth grade in four classrooms. The FSC is responsible for facilitating a smooth kitchen operation under the guidance and supervision of the Director. The PNA is seeking a knowledgeable, energetic, and organized coordinator whose experience and philosophy closely aligns with an emphasis on quality foods, varied menus, budget awareness, and child-friendly presentation.

About the Phinney Neighborhood Association

The mission of the [Phinney Neighborhood Association \(PNA\)](#) is to build, engage, and support our diverse community through programs, services, and activities that connect neighbors and foster civic engagement.

Headquartered in a former elementary school, the PNA has developed an active community center that not only serves as a focus of the Phinney/Greenwood neighborhood, but offers programs and activities that reach far beyond the immediate neighborhood, at five different sites in Phinney, Greenwood, and Ballard. Current programs include four preschool cooperatives, a licensed preschool and school age program at Whittier Elementary, a hot meal program, programs for seniors, including the Greenwood Senior Center, PNA Village, a computer lab, an art gallery, a tool lending library, a community education program, a business membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and weekly contra dancing and folk music concerts. PNA serves over 25,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3 million.

Whittier Kids provides a high quality licensed education and enrichment program at Whittier Elementary in Ballard. This program serves nearly 150 families with kids from preschool through fifth grade in four separate classrooms. We are dedicated to nurturing the social, emotional and educational growth and development of preschool and school-age children in a caring environment. Whittier Kids offers a community-conscious curriculum that fosters creativity, builds social skills, supports individuality, and instills a love of learning.

Essential Responsibilities

- Prepare snacks that follow the WAC with a child-friendly focus
- Create/maintain monthly snack menus and weekly prep sheets
- Order and purchase food and supplies, weekly within budget
- Oversee student allergy list and provide substitutions for children with food allergies when necessary
- Follow WAC procedures to maintain safe and sanitary conditions in the storage, preparation, and service of food
- Update, follow, and record a routine cleaning schedule that complies with licensing and county requirements
- Seek ways to improve and expand the menu options
- Lead new teachers in kitchen orientations
- Attend job-related training classes and workshops
- Other duties as assigned

Qualifications

- A minimum of 2 years of kitchen and food preparation experience
- Experience and/or education in licensed child care food service making snacks for 100+ preferred
- Understanding of basic nutrition including recipe substitutions, common allergens, and kitchen sanitation
- Excellent organizational and critical thinking skills with attention to details and ability to multi-task
- Self-motivated and works well completing tasks without direct supervision
- Ability to work in a shared office and two kitchens, individually, and group environment
- Team-orientation and appreciation for community-building mission of the PNA
- Working knowledge of Microsoft Office programs including Word, Excel, and Publisher
- Position requires occasional lifting of up to 50 pounds, and ability to climb stairs
- Current Food Handler's Permit
- Valid Washington State Driver's License and own transportation to shop for supplies and transport food from the kitchen to the program
- Ability to pass national criminal background check
- Current certification of CPR, First Aid, BBP Education instruction, and documented negative TB test

Compensation

This is a 24 hour per week Monday through Friday position paying \$16.25/hour. Benefits include: health insurance; 401(k) plan with employer match; long-term disability insurance; a flexible spending account; self-paid Aflac products; a free PNA household membership with reduced costs for classes and room rentals; 4 weeks personal time off the first year, increasing annually; and paid holidays. We offer a convivial, positive, and flexible working environment. The PNA is an Equal Opportunity Employer working towards a culturally-diverse work place. Applicants representing the diversity of our community are encouraged to apply.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to hr@phinneycenter.org. Preference given to candidates who apply by Monday, October 8 at 5 pm.

Questions can be directed to Kathy Valencik at kathyv@phinneycenter.org