



**Phinney Neighborhood Association
Hot Meal Program Substitute Coordinator Job Announcement
February 12, 2019**

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, and 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 \$3.3 million.

Position Overview

The Hot Meal Program promotes the health of low-income people by providing hot, nutritious meals in a social setting. This is an on-call position, substituting for the PNA Hot Meal Program Coordinator at two locations in Phinney Ridge and Greenwood. The substitute provides staff coverage during planned personal leaves and unplanned absences. Six-hour shifts, as needed, will be for Monday or Tuesday dinners (1-7pm) or Wednesday lunches (8am-2pm).

Essential Responsibilities

- Plan and oversee the preparation of nutritious, tasty meals based, when possible, on guidance from the Hot Meal Program Coordinator
- Place order for meal ingredients with Food Lifeline and prepare shopping list for items not available from Food Lifeline
- Interact with diners to ensure a positive, safe, welcoming environment
- Supervise and work alongside volunteers
- Ensure proper food handling practices and safeguard kitchen facilities and equipment
- Receive and organize deliveries
- Receive deliveries and manage inventory
- Ensure a safe and positive environment for the diners and volunteers
- Collect required data and paperwork

Qualifications

- A minimum of one year of experience working in a commercial kitchen environment, either professionally or in an educational setting
- Experience working with the homeless population and people with mental illnesses preferred
- Ability to manage volunteers respectfully and efficiently
- Proven track record of preparing healthy and appealing meals for a large group
- Experience following food safety and commercial kitchen protocol
- Excellent decision making and critical thinking skills
- Team-orientation and appreciation for community-building mission of the PNA
- Ability to work in a fast paced kitchen
- A current food handlers permit
- Position requires lifting of up to 25 pounds, room set-up and take down, and ability to stand for long periods of time

Compensation

This is an on-call position paying \$20.50/hr. Benefits include: 401(k) plan with employer match; and free PNA household membership with reduced fees for classes and room rentals. 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 March 5th at 5 pm.

Questions can be directed to Krissie Dillin at krissied@phinneycenter.org