



**Phinney Neighborhood Association**  
**Hot Meal Program Coordinator Job Announcement, 25 hours a week**  
**April 5, 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 27,000 people each year, has 85 staff, 1,700 volunteers, and an annual budget of \$3.3 million.

### **Position Overview**

The Hot Meal Program provides 3 meals weekly in a social setting at two locations in Phinney Ridge and Greenwood. The Program Coordinator will serve as the primary on-site representative for the program. They will manage all daily operations including: meal planning and preparation, ordering and shopping, and inventory management, and they will ensure the highest standard of food-handling practices. They will manage up to 10 volunteers per shift, delegating tasks and creating a fun, meaningful experience. They are also responsible for building relationships with diners and ensuring a welcoming, safe environment for diners and volunteers. The Program Coordinator will regularly assess the needs of program participants and will coordinate with outside service agencies to provide easy access to needed resources. They are also responsible for collecting data and submitting reports.

This position is 25 hours per week. The meals are: Monday dinner at the Greenwood Senior Center, and dinner Tuesdays and lunch Wednesdays at St. John United Lutheran on Phinney Ridge. This position reports to the Phinney Neighborhood Association Program Director.

### **Essential Responsibilities**

- Plan and oversee the preparation of nutritious, tasty meals
- Ensure a safe and positive environment for the people we serve through building relationships and diffusing conflicts
- Facilitate orientation and training of all volunteers, supervise them during shifts, and ensure they are recognized for their efforts and feel satisfied in their roles
- Collect, enter and maintain program data to generate monthly, quarterly, and annual metrics reports
- Place orders for food, shop for additional food and supplies as needed

- Manage the kitchen by receiving deliveries, managing inventory, and ensuring proper food handling practices
- Safeguard kitchen facilities and equipment
- Assess the needs and interests of the diners, and collaborate with Program Director to build partnerships to better serve our community
- Conduct outreach to bring diners to the program

### Qualifications

- A minimum of one year of experience managing a commercial kitchen environment, preparing healthy and appealing meals for a large group
- A minimum of one year of experience working or volunteering with low-income and/or unhoused people
- A minimum of one year of experience supervising volunteers
- Knowledge of food safety and commercial kitchen protocols
- Excellent organizational skills and ability to manage limited resources
- Team orientation and appreciation for community-building mission of the PNA
- Access to reliable transportation; ability to shop and move inventory between multiple sites
- Proficient knowledge of Microsoft Office products
- Ability to lift up to 50 pounds. The employee must be able to stand for long periods, and bend down or crouch. Position requires room set-up and take down, and ability to stand for long periods of time cooking and serving, as well as conflict de-escalation
- Or related experience and/or training; or equivalent combination of education and experience

### Compensation

This is a 25 hour per week Monday through Friday position paying \$21-22 per hour, depending on experience. 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; 5.5 weeks personal time off the first year, increasing annually. The program remains open for most holidays and snow days. 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](mailto:hr@phinneycenter.org). Position open until filled; preference given to candidates who apply by April 26<sup>th</sup>, 2019 at 5 pm.

Questions can be directed to Krissie Dillin at [krissied@phinneycenter.org](mailto:krissied@phinneycenter.org)