



Phinney Neighborhood Association
Hot Meal Program Assistant Job Announcement
Temporary Position @ 15 Hours Per Week
November 2021

Phinney Neighborhood Association Mission

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.

Position Overview

The PNA is committed to building a culture of equity and inclusion, believing that a diversity of staff, Board, and programming is essential to achieving our mission. We are looking for someone who is willing to work with *and* challenge this organization and the community to be our most respectful, accepting, and sympathetic selves.

The Hot Meal Program (HMP) Assistant is a temporary, part-time position, responsible for preparing nutritious meals for the Hot Meal Program in accordance with program guidelines. The Hot Meal Program is a free, community dining program. The program currently serves approximately 50+ low-income community members, three times a week at two different Greenwood area locations. All work is 100% on-site. The Assistant is responsible for helping facilitate a smooth kitchen operation under the guidance and supervision of the HMP Program Director. The PNA is seeking a knowledgeable and energetic assistant with experience working in food service.

Essential Responsibilities Include:

- Help plan and prepare nutritious and creative meals
- Act as a back-up to receive deliveries
- Ensure proper food handling practices
- Work alongside volunteers and assist with delegation of duties
- Ensure a safe and positive environment for the people we serve
- Ensure all volunteers are using safe kitchen facilities and equipment
- Maintain a clean and hygienic work environment at all times

Qualifications

- A minimum of 2 year's of experience working in a commercial kitchen environment, either professionally or in an educational setting
- Experience and/or education in food service industry making meals for groups of 50+, preferred
- Experience working with low-income and/or homeless customers preferred
- Experience working with volunteers preferred
- Ability to work in a busy kitchen, within a large group environment
- Team-orientation and appreciation for community-building mission of the PNA
- Position requires occasional lifting of up to 50 pounds, and ability to climb stairs
- Current Food Handler's Permit obtained within one week of hire
- Ability to pass national criminal background check

- Follow Seattle & King County Health Department procedures to maintain safe and sanitary conditions in the storage, preparation, and service of food
- Follow routine cleaning and sanitation that complies with King County Health Department Guidelines

About the Phinney Neighborhood Association

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 School, a hot meal program, the Greenwood Senior Center, PNA Village, an art gallery, a tool lending library, 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. The PNA serves over 27,000 people each year, has 60 staff, 1,300 volunteers, and an annual budget of \$2.5 million. 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.

Compensation

This is a temporary, not to exceed six months in duration, position. Scheduled for 15 hour per week, Mondays 1:30 – 6:30 pm, Tuesdays 1:30 pm – 6:30 pm, and Wednesdays 9:00 am – 2:00 pm paying \$19.50/hour. Benefits include: 401(k) plan with employer match; paid sick leave; and a free PNA household membership with reduced. We offer a convivial, positive, and flexible working environment.

To Apply

Please email a cover letter indicating your interest, how you meet the minimum qualifications, and a resume to apply@phinneycenter.org. Position open until filled.