



Phinney Neighborhood Association
Whittier Kids Food Service Coordinator Job Announcement, 25 hours a 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.

Phinney Neighborhood Association's Whittier Kids (WK) is a licensed, non-profit preschool and school age program onsite at Whittier Elementary School in the Ballard neighborhood. 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). Top candidates will demonstrated enthusiasm for planning and preparing kid-friendly nutritious snacks. This position pays \$19.00 per hour with benefits.

Essential Responsibilities

Under the supervision of the WK Director, the Food Service Coordinator's responsibilities include:

- Comply with individual measures to prevent the spread of Covid-19, including wearing a clean mask, physical distancing and taking temperature before work and upon arrival
- Prepare snacks that follow the WAC with a child-friendly focus
- Maintain monthly snack menus and weekly prep sheets while seeking ways to improve and expand the menu options
- Maintain staff Food Handlers Card documentation binder
- Inventory, order, and purchase food and supplies, weekly within budget
- Support the Director in overseeing the student allergy list and providing 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
- Follow a routine cleaning schedule that complies with licensing and county requirements
- Lead new teachers in kitchen orientations
- Attend job-related training classes and workshops
- Support classroom teachers and provide classroom coverage as needed

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 50+ preferred

- Understanding of basic nutrition including recipe substitutions, common allergens, and kitchen sanitation
- Self-motivated and works well completing tasks without direct supervision
- 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
- Ability to pass national criminal background check

Compensation

This is a 25 hour per week Monday through Friday position paying 19.50/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; 3 weeks personal time off the first year, increasing annually; Christmas Eve – New Year's Day off; and 8 paid holidays (total paid time off first year: 5.5 weeks). We offer a convivial, positive, and flexible working environment.

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.

To Apply

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