



Phinney Neighborhood Association
Kitchen Assistant Job Announcement 20 Hours Per Week
July 2022

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 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 Manager. 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 backup 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
- 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

Qualifications

- Experience working in a commercial kitchen environment, either professionally or in an educational setting preferred, but not required
- 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 the community-building mission of the PNA
- Position requires occasional lifting of up to 50 pounds, ability to climb stairs, and ability to frequently bend and crouch low to the ground
- Current Food Handler's Permit obtained within one week of hire

- Ability to pass national criminal background check

Compensation

Scheduled for 20 hour per week, Mondays 10am – 7 pm, Tuesdays 1 pm – 7 pm, and Wednesdays 9:00 am – 2:00 pm paying \$17.00-19.50 per 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 also offers programs and activities that reach far beyond the immediate neighborhood, at four different sites in Phinney, Greenwood, and Ballard. Current programs include three preschool cooperatives, a licensed preschool and school age program at Whittier Elementary School, a hot meal program, the Greenwood Senior Center, PNA Village, a tool lending library, a business program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market and and folk music concerts. The PNA serves over 27,000 people each year, has 70 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. Position open until filled.