



**Phinney Neighborhood Association
Hot Meal Program Coordinator Job Announcement, 22 hours/week
November 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 PNA Hot Meal Program is a community collaboration, providing far more than a fresh-cooked meal—it nourishes the community with health and wellness support and works to foster a sense of connection between all members of the neighborhood. The program operates at two locations in the Phinney Ridge area: Mondays, 4-6 pm; Tuesdays 4-6 pm; and Wednesdays, 11 am-1 pm. The programs serves more than 50 unique individuals every month and 20,000 meals a year.

The Program Coordinator will support the work of the Program Manager by working in the kitchen to help with food preparation, meal service and general program coordination.

Essential Responsibilities

- Assist with planning and preparation of nutritious and tasty meals.
- Assist manager with shopping lists and shopping.
- Receive deliveries and help manage inventory of two kitchens and pantries.
- Follow Seattle and King County Health Department procedures to maintain safe and sanitary conditions in the storage, preparation and service of food.
- Work with Program Manager to deep-clean and sanitize kitchens.
- Substitute for Program Manager during vacations and sick days.
- Work alongside other staff and volunteers while delegating kitchen duties appropriately.
- Ensure a safe and positive environment for the people we serve.
- Safeguard kitchen facilities and equipment.
- Engage with diners during mealtimes, assess nutritional needs and communicate them to Program Manager.
- Collaborate with Program Manager during 1:1 weekly meetings.

Qualifications and Experience

- Passion for the PNA's mission, a positive attitude, openness to new ideas, and a sense of humor.
- Ability to work effectively with people regardless of their age, gender expression, race, sexual orientation, ethnicity, religion, or job type—or any other factor that makes us unique.
- Commitment to contributing to a culture of diversity and inclusion.
- A minimum of one year of experience working in a commercial kitchen environment, either professionally or in an educational setting .
- Proven track record of preparing healthy and appealing meals for a large group.
- Experience following food safety and commercial kitchen protocols.
- Experience working with low-income and/or homeless customers preferred.
- 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.
- Ability to pass national criminal background check.

Compensation

This position starts at 22 hours per week paying \$20-\$23/hour depending on experience. Typical hours are: Mondays 1:00 – 7:00 pm, Tuesdays 1:00 pm – 7:00 pm, Wednesdays 9:00 am – 3:00 pm. 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 four different sites in Phinney, Greenwood, and Ballard. Current programs include two 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 membership program, family memberships, room rentals, and countless special events that bring friends and neighbors together. We co-sponsor a summer farmers market, weekly folk music concerts, and other community events. The PNA serves over 23,000 people each year, has 70 staff, 1,100 volunteers, and an annual budget of \$3.6 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 send a resume and cover letter describing how your experience, skills, and values are a fit with the Phinney Neighborhood Association. Email to apply@phinneycenter.org. Priority deadline is 11/30/22.