



**Phinney Neighborhood Association
Hot Meal Program Manager Job Announcement, 24 hours a 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 Hot Meal Program (HMP) Manager is a part-time position, responsible for managing the daily operations of the program, providing nutritious and creative meals in accordance with program guidelines and delivering a high quality experience to diners. 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. The Manager is responsible for facilitating an efficient, safe and jovial kitchen operation. The PNA is seeking a knowledgeable and energetic manager with experience working in the food service industry and experience managing volunteers. This position reports to the Program Director and provides supervision of two part time staff and multiple volunteers.

Essential Responsibilities Include:

- Planning and preparation of well-balanced, creative meals
- Manage inventory of two separate kitchens and pantries
- Purchasing supplies on a weekly basis utilizing personal vehicle
- Ensure proper food handling and equipment practices of all staff and volunteers
- Supervise and work alongside staff and volunteers while delegating kitchen duties appropriately
- Work with Volunteer Program Manager to ensure adequate volunteer levels; train new volunteers
- Ensure a safe and welcoming environment for all diners; address diners comments and complaints
- Maintain kitchen facilities and equipment in top working order
- 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
- Supervise program coordinator and program assistant
- Manage monthly budgets and determine cost control methods to minimize expenses
- Monitor program budget and complete all required monthly reports including P&L statement review, Food Lifeline TEFAP usage, inventory, daily sheets and City of Seattle invoice

Qualifications

- 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 well-balanced and creative meals for large groups

- Extremely organized and detail oriented
- Experience following food safety and commercial kitchen protocol
- Strong interpersonal and communication skills
- Ability to work in a fast paced kitchen
- Ability to obtain and maintain a food handler certification card
- Team-orientation and appreciation for the community-building mission of the PNA
- Experience working with low-income and/or homeless diners a plus
- Position requires occasional lifting of up to 25 pounds, including room set-up and take down, and ability to climb stairs.
- Basic working knowledge of MS Office 365 applications
- Possess a valid WA drivers license
- Ability to pass national criminal background check

Compensation

This is a part-time position scheduled for 20-30 hour per week, Mondays 1:00 – 7:00 pm, Tuesdays 1:00 pm – 7:00 pm, Wednesdays 9:00 am – 3:00 pm, Fridays 9 am – 4 pm paying \$23 - \$26.50 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 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. Position open until filled.