

October 21, 2019

Established in 1977, Alexandra House is one of the largest, comprehensive domestic and sexual violence organizations in Minnesota; and the only one in Anoka County. We offer a continuum of services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life.

Part Time Facility Assistant (Relief Staff)

Responsibilities

- Accept and organize incoming household, clothing and food donations as assigned.
- Assist with housekeeping duties
- Perform minor repairs and other building/grounds maintenance.
- Assist in organizing and completing inventory for kitchen and food storage areas.
- Assist in preparation and serving of nutritious meals according to posted weekly menus.

Minimum Qualifications

- Ability to prioritize and handle a variety of tasks.
- Excellent organizational skills with ability to problem solve and effectively plan.
- Commitment to and experience in working with people from diverse populations.
- Ability to maintain high level of customer service and professional behavior within the kitchen.
- Must be at least 18 years old.
- Ability to lift up to 50 pounds.
- Valid driver's license and current insurance

Preferred Qualifications

- Experience in food preparation.
- ServSafe Food Handler Certification

Hours

Shifts will include a *variety* of weekdays, weekends and some holidays, approximately 10-15 hours a week, with the possibility to pick up additional shifts as needed.

Available shifts:

- Weekdays (as needed) 9:30am – 1:00pm *and/or* 3:00pm – 6:00pm
- Saturday and Sunday 9:30am – 6:00pm

Starting Salary Range

\$11.00 - \$13.00 DOQ

How to Apply

Please submit a cover letter and resume to Margaret Andersen at hadmin@alexandrahouse.org. Submission deadline is November 4th, 2019.

Alexandra House is an equal opportunity organization, committed to diversity and inclusion in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. Survivors and candidates from all backgrounds are encouraged to apply.

*** No phone calls or emails please. This email address is only for receiving resumes. No additional information is known about open positions. Qualified applicants will be contacted within three business days after resumes are received.

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