

August 2, 2022

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 Kitchen Assistant (Relief Staff)

Alexandra House is seeking a part-time nonexempt kitchen assistant to prepare and serve nutritious meals and snacks for shelter participants while ensuring a secure, clean, efficient kitchen and food storage areas.

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 18 years old
- Ability to lift up to 50 pounds
- Valid drivers license and current insurance

Preferred Qualifications

- Experience in food preparation.
- Valid Safe Food Handling Certificate or the ability to obtain one within a reasonable time frame.

Hours

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

Available shifts:

- Saturday and/or Sunday 9:30am – 6pm
- Some weekdays (as needed/available) 3pm-6pm

Starting Salary Range

\$13.50 - \$15.00/hour – DOQ

How to Apply

Please submit a cover letter and resume to Director of Operations at employment@alexandrahouse.org. Submission deadline is August 19, 2022.

***** 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.

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.