



10065 – 3rd Street NE
Blaine, MN 55434

02/19/2024

Facilities Services Manager

About Alexandra House

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 trauma informed services to victims and survivors of domestic violence, sexual violence, dating violence, and abuse in later life. The mission of Alexandra House is to empower victims of domestic and sexual violence, and inspire social change, through education, support, and advocacy. More information at <https://www.alexandrahouse.org>

Full-time exempt position responsible for providing direction and oversight of facility operations at Alexandra House's three locations (Andover, Anoka and Blaine). This position is based out of our Blaine location.

Responsibilities:

- Hiring, training and supervision of kitchen and facility staff and volunteers.
- Develop, implement, and evaluate kitchen and facilities program services in coordination with the Director of Operations.
- Ensure clean, safe, and efficient facilities.
- Ensure quality food service for participants, staff, and volunteers.
- Build and enhance community relationships while educating community members and professionals about domestic and sexual violence and Alexandra House services.

Minimum Qualifications:

- 2 years in management and minimum of 3 years direct supervisory experience and experience in program coordination and evaluation.
- Demonstrated experience with maintenance security and minor repair skills.
- Experience in direct culinary service a plus.
- Ability to obtain and/or maintain Food Manager Certification through the Minnesota Department of Health.
- Excellent written and interpersonal communication skills.
- Demonstrated skills & knowledge in using a variety of programs including (but not limited to) Word, Excel, and Outlook.
- Commitment to and experience in working with people from diverse ethnic, cultural, social, economic backgrounds and lifestyles.
- Valid driver's license, current insurance, and reliable car with the ability to travel to multiple locations throughout Anoka County

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.

Preferred Qualifications:

- 5 years in management is preferred and a minimum of 3 years in a supervisory capacity.
- Experience in human service, facility management, program development, or social work or Bachelor Arts (social work, human services or relevant) degree or equivalent combination of education and experience.
- Knowledge of women's, children and youth issues specifically related to domestic and sexual violence.

Physical Requirements:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Employee is expected to work the day shift, but night and weekends will be required as needed.
- While performing the duties of this job, the employee is frequently required to talk or hear. The employee frequently is required to stand, walk, use hands to finger, handle or feel objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to sit, climb, or balance, and stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Hours:

Generally, 8am – 4:30 pm, M – F, with ability to work evening or weekend hours to accommodate program needs.

Starting Salary Range: \$58,259 - \$68,244 DOQ, along with an excellent benefits package including health and dental insurance, retirement plan with employer match, paid holidays, paid vacation and medical, life insurance, short term and long-term disability insurance.

How to Apply

Please submit a cover letter and resume to employment@alexandrahouse.org.
Position open until March 8th.

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

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