

**08/01/2024**

## **Facility Coordinator**

### **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 coordinating kitchen operations at Alexandra House. This position is based out of our Blaine location.

### **Responsibilities:**

- Assist in the hiring, training and coordination of kitchen and facility staff and volunteers.
- Assist in developing, implementing, and evaluating kitchen 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.

### **EXPERIENCE / TRAINING / EDUCATION:**

- 3+ years direct culinary experience.
- 3+ years' experience in program development, coordination, and evaluation of food services.
- Currently has or able to obtain Food Manager certification through the Minnesota Department of Health.
- Experience with maintenance and minor repair skills.
- Demonstrated ability to prioritize and handle a variety of tasks with frequent interruptions.
- Excellent written and interpersonal communication skills and experience in public speaking.
- Demonstrated skills & knowledge in using a variety of programs including (but not limited to) Word, Excel and Outlook.

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.

- 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.

### **Preferred Qualifications:**

- Experience in coordination, and evaluation of food services.
- 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 evenings, weekends and occasional holidays 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 fingers, 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, 9:30a.m. - 6pm, Monday – Friday, with ability to work evening, weekend, and occasional holiday hours to accommodate program needs. One Flex weekend shift is required per month. This position is eligible for partial hybrid work.

**Starting Salary Range:** \$43,668 - \$48,925 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](mailto:employment@alexandrahouse.org).

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10065 – 3<sup>rd</sup> Street NE  
Blaine, MN 55434

Candidate will also need to apply at

[https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R\\_ID=6405045](https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=6405045)

Receiving applications until 08/16/2024. Phone screenings and first interviews will be scheduled for the week of August 19<sup>th</sup> and August 26<sup>th</sup>.

\*\*\*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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