



10065 – 3rd Street NE
Blaine, MN 55434

May 7th, 2026

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.

Facility and Kitchen Assistant

Full-Time | Non-Exempt

Alexandra House is seeking a compassionate, dependable, and team-oriented Facility Assistant to help maintain a safe, welcoming, and supportive environment for participants, staff, volunteers, and community members. This position plays a critical role in supporting the daily operations of our facilities through housekeeping, kitchen support, donation coordination, minor maintenance, and grounds upkeep.

This position is primarily based at our Blaine location and may require travel to additional Alexandra House sites throughout Anoka County.

Primary Responsibilities

- Maintain a clean, safe, and organized environment throughout residential and program facilities.
- Complete housekeeping duties include cleaning participant rooms, common areas, bathrooms, offices, outdoor kennels, and exterior grounds.
- Assist with routine preventative maintenance, minor repairs, and facility upkeep.
- Conduct room inspections to support health, safety, and maintenance standards.
- Support kitchen operations including warming, portioning, and serving meals, maintaining food safety standards, and completing kitchen cleanup and organization.
- Assist in maintaining kitchen, pantry, food shelf, and storage inventory.
- Receive, sort, organize, and distribute donated items in collaboration with volunteers and staff.
- Support organization and cleanliness of donation and storage areas.
- Communicate supply, maintenance, and facility needs to the Operations Manager or Facility Coordinator.
- Adhere to organizational safety policies, procedures, and trauma-informed practices.
- Participate in ongoing collaboration and communication across teams to support organizational operations and participant needs.

Minimum Qualifications

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.

- Experience in housekeeping, maintenance, inventory coordination, commercial kitchen support, or related operational work.
- Strong organizational skills with the ability to prioritize tasks, problem solve and work independently and collaboratively.
- Excellent written and interpersonal communication skills.
- Ability to maintain confidentiality and interact professionally with participants, staff, volunteers, and community partners.
- Commitment to working effectively with individuals from diverse ethnic, cultural, social, and economic backgrounds.
- Ability to lift up to 50 pounds and perform physical job duties in a fast-paced environment.
- Valid driver's license, reliable transportation, and current insurance with the ability to travel throughout Anoka County.
- Basic computer proficiency including Microsoft Word, Excel, and Outlook.

Preferred Qualifications

- One year of experience working in a residential or shelter setting.
- Experience working within a nonprofit or human services environment.
- Valid Safe Food Handling Certificate or willingness to obtain within a reasonable timeframe.
- Knowledge of trauma-informed and participant-centered practices.

Hours

Monday–Friday, generally 9:30am – 6:00pm, with flexibility to work occasional evenings, weekends, or holidays based on program needs.

Salary & Benefits

Starting salary range: \$39,141 – \$46,969 DOQ, with a comprehensive benefits package including:

- Health and dental insurance
- Retirement plan with employer contribution
- Paid vacation, sick time, birthday benefit, 3 floating holidays and 10 recognized holidays
- Life insurance
- Short-term and long-term disability insurance
- Employee Assistance and wellness support benefits
- Free virtual healthcare and counseling with qualified health plan

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How to Apply

Please submit a cover letter and resume Attn: Human Resources Director to employment@alexandrahouse.org. Additionally, please apply using the online application link:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=7142300 Position open until filled.

***No phone calls or emails please. This email address is only for receiving resumes. Qualified applicants will be contacted after resumes are reviewed.

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