

**July 26, 2023**

*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.*

## **Kitchen Assistant (Relief Staff)**

Alexandra House is seeking a 10 – 15 hours per week 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. This position is located at our shelter location in the city of Blaine.

### **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 driver's 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.

Regular schedule:

- Sunday 9:30am – 6pm
- Monday 2:30pm -- 6pm

Additional shifts available:

- Weekdays (as needed) 9:30am – 1:00pm *and/or* 2:30pm – 6 :00pm
- Saturdays (as needed) 9:30am – 6:pm

### **Starting Salary Range**

\$15.97 - \$17.51/hour – DOQ

### **How to Apply**

*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.*

Please submit a cover letter and resume to Director of Human Resources [employment@alexandrahouse.org](mailto:employment@alexandrahouse.org). Position is open until filled.

\*\*\* **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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