



## **NOW HIRING!**

### **Full-Time Facilities Manager**

Looking for a great job for an organization with an outstanding mission? The Retreat, an affordable, accessible 12-Step residential recovery program, has a position open for Full-Time Facilities Manager. Applicants would start training immediately. This position requires flexibility, with some occasional evening and weekend work hours, with most hours occurring Monday – Friday each week. This position would be responsible for the ongoing maintenance of our facilities. Competitive pay and benefits included!

#### **Duties and Responsibilities:**

- Provide proper maintenance to all buildings, equipment and vehicles. Be the first line of contact for maintenance/repair issues at the Sober Houses.
- Conduct regular walk-throughs of each property and inspect for any maintenance issues that need to be addressed.
- Keep all personal and equipment certifications up-to-date.
- Work with local vendors and outside services within constraints of the budget to provide necessary materials and outsourcing of jobs as necessary.
- Assists with departmental budget estimates and costs of specific repair projects.
- Provide recommendations for purchases of equipment and materials.
- Maintain relationships with vendors.
- Review invoices for accuracy.
- Direct and assign tasks to the Facilities Coordinator and Housekeeping staff.
- Ensures maintenance and repair work is completed correctly and in a timely manner
- Oversee kitchen and food service management

#### **Requirements:**

- Prior maintenance experience; with strong attention to detail
- Minimum of 2 years sobriety (if applicable)
- Boiler and AC license
- Strong leadership, communication, organizational and multi-tasking skills
- Dependable & flexible
- Must have own transportation
- Working knowledge of Microsoft Office Suite and basic internet navigation skills
- Ability to work on your own without constant supervision
- A background in 12-Step recovery is helpful, but not required

**Confidentiality:** Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

**Benefits:** Comprehensive health insurance, HSA, Dental Insurance, Vision Insurance, Profit Sharing and Pension plans, Paid time off including holidays. Both insurance and time off are available immediately upon hire.

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**Please forward your cover letter and resume to  
DeAnna Loux; Human Resources and Business Operations Specialist  
[dloux@theretreat.org](mailto:dloux@theretreat.org)  
No phone calls, please.**

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## **NOW HIRING!**

### **Part-Time Kitchen Assistant Position**

This is a part time hourly position!! Individual must be passionate about food, have innovative ideas and be comfortable working in a [scratch kitchen](#). Menu consists of American Regional cuisine with some Ethnic cuisine inclusions. Baking experience is not a requirement, but is a plus! Duties include but are not limited to: Cooking, baking, food transport and dining room detail. Must be flexible and available primarily evenings, weekends and some holiday hours.

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#### **Requirements:**

- Applicant must be a team player, self-motivated and directed
- Must be able to comfortably lift 60 lbs.
- Minimum of 1 year sobriety (if individual is in recovery)
- Flexibility - able to work primarily evenings, weekends and some holidays
- Valid Minnesota driver's license
- Previous kitchen experience

#### **Confidentiality:**

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

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**Please forward your cover letter and resume to  
Ken Chipongian, The Retreat's Chef Manager**

**[kchipongian@theretreat.org](mailto:kchipongian@theretreat.org)**

**No phone calls, please.**

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## **NOW HIRING in the WOMEN'S CENTER!**

### **Part-time Retreat Assistant Position**

Looking for a great job for an organization with an outstanding mission in the field of alcohol and substance abuse recovery? The Retreat, an affordable, accessible 12-Step residential recovery program, has multiple positions open in the National Center for Women's Recovery located at our Wayzata location!

Part-time Retreat Assistant position: Applicants would primarily work evenings, weekends and some holiday shifts

Applicants would begin training immediately

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#### **Requirements:**

- Minimum of 1 year sobriety
- Knowledge of the 12-Step recovery principles and the Big Book of Alcoholics Anonymous.
- A valid drivers license
- Handle incoming calls in a professional manner; pre-registering potential guests, answering/assisting with program questions, sharing personal experience, strength, and hope
- Guiding guest with issues within the recovery environment and program
- Upholding our program expectations and communicating in a dignified manner to guests and staff; verbally, by email, and computer log
- Processing all paperwork for in person check-ins and check-outs
- Assisting with office responsibilities
- Handling any conflict that may occur per our protocol
- Proficient with Microsoft Products
- Excellent communication skills: Oral, written, telephone, and listening

#### **Confidentiality:**

Must adhere to and respect all policies regarding participant's rights, anonymity and privacy of all guests, past and present. This covers any written or verbal communication regarding a guest's identity, address, and nature of their concerns.

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**Please forward your cover letter and resume to  
Rita Pettiford, Women's Admissions Coordinator**

**[rpettiford@theretreat.org](mailto:rpettiford@theretreat.org)**

**No phone calls, please.**

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