



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.

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.

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

kchipongian@theretreat.org

No phone calls, please.



NOW HIRING!

Weekend Part-Time Admissions Assistant Positions

Looking for a great job for an organization with an outstanding mission? The Retreat, an affordable and accessible Twelve Step recovery program, has positions open for Weekend Part-time Admissions Assistants in the Wayzata location. Assistants provide timely on-line lead follow up and lend general administrative support for The Retreat Admissions Department. Applicants would work 8 hours per weekend and would begin training immediately!

Requirements:

- Working knowledge of the Big Book of Alcoholics Anonymous and the Twelve Step recovery program of AA (active member)
- The Availability to work on Saturdays & Sundays each week
- Experience with an office environment and administrative tasks
- Working knowledge of Microsoft Word and Excel with basic internet navigation skills
- Applicant must be a team player, self-motivated and directed and possess the ability to multi-task
- Must have excellent interpersonal skills as well as conflict resolution skills
- Minimum of 1 year sobriety
- Valid Minnesota driver's license

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.

**Please forward your cover letter and resume to
Rich Murphy, The Retreat's Admissions Coordinator**

rmurphy@theretreat.org

No phone calls, please.



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

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.

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

rpettiford@theretreat.org

No phone calls, please.
