



**Dakota Woodlands  
Job Posting  
Operations Assistant**

**Job Title:** Operations Assistant  
**Hours:** Full Time  
**Pay Rate:** \$17.00/hour

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**Organizational description**

Dakota Woodlands is a nonprofit human services organization located in Eagan, MN that provides shelter and supportive services to homeless women and their children. Dakota Woodlands offers a safe and friendly environment for families to transition from being homeless to finding sustainable and independent housing. Clients staying at Dakota Woodlands receive nutritious meals, private bedrooms, personal care products, seasonal clothing, and an opportunity to learn life-building skills through an educational curriculum which helps them be successful on their own.

Dakota Woodlands is committed to practicing diversity, equity and inclusion as an organization, and embedding this approach in everything that we do. We welcome candidates who identify as BIPOC, LGBTQ, and people of all genders.

**Position Overview**

Dakota Woodlands seeks a hard-working, skilled, and dedicated individual to support daily shelter operations. The primary focus of this position is to support overall building operations, including but not limited to Facilities, Food Services and Maintenance. The Operations Associate performs a wide range of tasks required to maintain a safe, healthy, and clean space for children and families experiencing homelessness.

**Areas of Responsibility:**

- Facilities tasks may include assisting with turning over client rooms, light maintenance tasks, cleaning interior and exterior common areas; and special cleaning and maintenance projects.
- Food Services tasks may include assisting with meal preparation and serving, general cleaning and sanitizing of the kitchen, working in the industrial cooler and freezer, assisting in inventory operations, and special projects.
- Communicates clearly with supported department, including checking in and out when tasks are completed.
- Receives assignments from supervisor and completes them in a timely and satisfactory manner.
- Observes workplace health and safety best practices, including wearing appropriate personal protective equipment and following safe food hygiene and handling practices.
- Develops an understanding of trauma and how it manifests in a shelter setting.
- Participates in training and professional development opportunities
- Performs other duties as assigned, potentially including tasks in support of non-operations departments.

**Qualifications:**

- Facilities, food service, and/or customer service experience desired.
- Experience working in a residential setting, preferably with similar population.

- Must be able to stand for up to eight hours.
- Experience working with people of diverse economic, religious, cultural, gender backgrounds.
- Ability to work individually and as a team member is desired.

**To Apply:** Email cover letter and resume to [nicole@dakotawoodlands.org](mailto:nicole@dakotawoodlands.org). Applications will be reviewed as received and opportunity will be closed when a qualified candidate accepts the position.