



We're Hiring!

Cashier

Role: Responsible for greeting customers and taking accurate orders in a community environment while providing excellent customer service at our Bakery Cafe. Dedicated to our mission as well as our partnerships with the community.

This is an hourly position (full-time or part-time) with benefits.

Responsibilities:

- Ensures that customers are politely and warmly greeted and are given timely, responsive, friendly and courteous service
- Enters orders accurately and handles cash and credit card payments in accord with established protocols
- Fulfills orders that include drinks, soup or items from the pastry case
- Answers phones and directs calls to appropriate party
- Brews coffee and fills other beverage (iced coffee, tea and water) containers as needed and keeps beverage case stocked
- Completes side work, including filling condiment containers, cutting lemons, wiping down tables, stocking utensils, etc. as requested
- Cleans tables, floors and stocks bathroom
- Follows and completes detailed checklists for opening and closing to ensure that the inside and outside of the Bakery Cafe is clean, organized, properly stocked and ready to serve customers
- Follows established work, safety and health protocols and supervisory direction to help us meet the challenges of our social enterprise

Qualifications:

- Excellent customer service skills
- Excellent communication and interpersonal skills
- Excellent organizational skills
- Experience using a cash register
- Capable of working both independently and as part of a team
- Some food preparation skills preferred
- Scheduling flexibility is a plus
- Experience at a nonprofit that addresses issues related to homelessness, housing, job training, social justice and/or urban agriculture preferred
- Commitment to helping the most vulnerable in our society and to the mission of Haley House

To apply: Send cover letter and resume to bshertzer@haleyhouse.org.

Haley House uses food and the power of community to break down barriers between people, empower individuals, and strengthen neighborhoods (South End and Roxbury). Founded in 1966, Haley House has grown into a multifaceted organization that includes direct services (soup kitchen, meals for elders, food pantry), permanent affordable housing, urban farming, culinary education and training, and a social enterprise restaurant (Haley House Bakery Café). Our direct services and housing are located in the South End, and our social enterprise is located in Roxbury; our urban agriculture is in both neighborhoods.