



HALEY HOUSE

We're Hiring!

Cashier

Role: Responsible for greeting customers and taking accurate orders in a community environment. This position works closely with cafe management, kitchen staff and cashiers to ensure excellent and timely customer service and a clean and healthy food service environment. Dedicated to our mission as well as our partnerships with the community.

We are looking for individuals to work on an hourly basis either full-time or part-time and offer excellent healthcare and dental benefits as well as PTO and life insurance.

Responsibilities:

- Ensure that customers are politely and warmly greeted and are given timely, responsive, friendly and courteous service
- Enter orders accurately and handles cash and credit card payments in accord with set protocols
- Fulfill orders that include drinks, soup or items from the pastry case
- Answer phones and directs calls to appropriate party
- Brew coffee and fills other beverage (iced coffee, tea and water) containers as needed and keep beverage case stocked
- Complete TIPS training and obtains certification to ensure that alcoholic beverages are served in accord with applicable law and best practices taught by TIPS
- Keep register area clean, tidy and well-stocked
- Complete side work, including filling condiment containers, cutting lemons, wiping down tables, stocking utensils, etc.
- Clean tables and floors in dining and stock bathroom
- Maintain an excellent attendance record and provide timely notice when absent or arriving after the scheduled start of the shift.
- Participate in Open Book management processes and look to identify opportunities to help the Cafe grow revenues and manage staff costs and costs of goods served.

Qualifications:

- Excellent customer service skills.
- Food service and front of house experience a plus.
- Experience using a register and following cash protocols.
- Availability to work required hours which may include early mornings and weekends.
- Ability to work both independently and as part of a team; flexibility a must.
- 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 Misha at mthomas@haleyhouse.org.

About Haley House: *Haley House uses food and the power of community to break down barriers, open opportunities, and strengthen neighborhoods. Founded in 1966, Haley House has grown to include four interconnected branches: direct services (soup kitchen, food pantry, meal for elders), permanent affordable housing, urban agriculture, and social enterprise (Haley House Bakery Cafe). 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.*