



**HALEY HOUSE**

## **Haley House, Inc. Part-time Catering Staff Member Job Description**

**About Haley House:** Haley House is a Boston-based nonprofit using food with purpose and hospitality with heart to build community and create opportunities for personal growth. Through our social enterprises, housing programs, urban agriculture, and direct services, we work to nourish bodies, cultivate skills, and strengthen community connections. Our catering program supports this mission by providing high-quality, community-centred food while creating meaningful employment opportunities.

**Position Summary:** The Part-Time Catering Staff Member supports the preparation, packaging, and service of catered meals for events, meetings, and community gatherings. This role requires prior culinary experience, strong attention to detail, and a commitment to Haley House's values of hospitality, teamwork, and community care. The Catering Staff Member works collaboratively with kitchen staff, volunteers, and event partners to ensure that all catering orders are executed efficiently, safely, and with exceptional quality.

20 hours a week will be the max allotted hours for this position.

### **Key Responsibilities:**

#### *Food Preparation & Production*

- Prepare menu items according to established recipes, quality standards, and dietary guidelines
- Assist with cooking, baking, chopping, portioning, and packaging catered meals
- Maintain high standards of food safety, sanitation, and kitchen organization
- Support menu prep for both catering orders and café operations as needed

#### *Event Support & Service*

- Assist with setup, breakdown, and service for on-site and off-site catering events
- Ensure timely and accurate assembly of catering orders
- Provide warm, professional customer service to clients and guests
- Help load and unload catering equipment and supplies

#### *Kitchen Operations*

- Maintain the cleanliness of workstations, equipment, and storage areas
- Follow all health and safety regulations, including ServSafe guidelines
- Assist with inventory, labeling, and proper food storage
- Communicate supply needs or equipment issues to supervisors

#### *Teamwork & Mission Alignment*

- Work collaboratively with kitchen staff, volunteers, and program participants
- Uphold Haley House's values of respect, hospitality, and community engagement
- Support a positive, inclusive, and mission-driven kitchen environment



**HALEY HOUSE**

**Qualifications:**

- Prior culinary or commercial kitchen experience required
- Strong knife skills and familiarity with basic cooking techniques
- Ability to follow recipes, instructions, and food safety protocols
- Excellent communication and teamwork skills
- Ability to lift up to 40 lbs and stand for extended periods
- Flexibility to work a varied schedule, including some early mornings, evenings, or weekends depending on catering needs
- ServSafe certification within 60 days of employment
- Commitment to Haley House's mission and community-centered approach

**Preferred Qualifications:**

- Experience in catering, banquet service, or high-volume food production
- Driver license, with a driving record that is in good standing
- Experience working in community-based or social enterprise settings

**How to Apply:** Please send your resume to [abezek@haleyhouse.org](mailto:abezek@haleyhouse.org).

*Haley House is dedicated to fostering a diverse and inclusive community where everyone feels respected and valued. Haley House fosters a culture of inclusion that celebrates and promotes diversity along multiple dimensions, including race, ethnicity, sex, gender identity, gender expression, sexual orientation, partnered status, age, national origin, socioeconomic status, religion, ability, culture, and experience. Haley House is a fair-chance employer and welcomes applications from individuals with a history of involvement in the criminal justice system. Applicants with a criminal record are encouraged to apply; hiring decisions will be based on qualifications and an individualized assessment consistent with applicable law.*