



HALEY HOUSE

**Haley House, Inc.
Soup Kitchen Lead
Job Description**

Be a part of a transformative, historic program at one of Boston's oldest soup kitchens that has provided human-centered, dignified support to unhoused, formerly incarcerated, and low-income individuals for 60 years. As part of the Haley House soup kitchen, you are responsible not only for cooking delicious, nurturing meals for guests, but also for building an environment where equity, restorative justice, and radical community care are practiced daily.

Role: Responsible for the direct service of programming at 23 Dartmouth St., including leading shifts for the soup kitchen meals, food pantry & clothing room distributions; serves as a supportive presence for program guests and volunteers and guest relations by fostering a positive, respectful environment; participates in community programming, including group dinners and weekly activities.

Optional Residency: By living at Haley House, Leads commit to living intentionally by sharing one weekly meal, sharing house responsibilities, and caring for the space. This opportunity allows you to build community with your fellow Leads and to provide affordable housing in Boston.

This is a part-time hourly position requiring up to 25 hours of active work per week. Compensation can include housing and utilities, as outlined below.

Responsibilities:

Programmatic

- Support the daily operations of the soup kitchen, food pantries, cornerstore, and clothing room by leading shifts, planning and cooking meals, restocking inventory, and organizing donations.
- Serve as the vibing liaison during meal service, overseeing guest relations and providing hospitality and resource navigation to guests
- Follow health and safety procedures
- Engage & guide volunteers scheduled to support shifts
- Engage in de-escalation and restorative justice processes to maintain a positive, respectful environment for guests, staff, and volunteers

Administrative

- Accurately document interactions, incidents, and relevant program activities
- Collect and track participant and operational data for grants, reporting, and evaluation processes
- Attend weekly Business Meetings, individual check-ins, and staff meetings (as requested)
- Participate in trainings (including de-escalation, mental health training, ServSafe, first aid/CPR)
- Submit timesheets promptly
- Observe all Haley House Personnel Guidelines as outlined in the documents provided.
- Perform other related duties as assigned.



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Optional Community/Living

- Participate in regular house meetings, community check-ins, and weekly Sunday dinner
- Contribute to shared responsibilities (cleaning rotations, shared meals)
- Maintain confidentiality and uphold professional boundaries
- Observe all HH House Rules as outlined in documents provided

Qualifications

- Ability to work well with diverse populations, including chronically homeless individuals, diverse populations, and those living with behavioral health disorders
- Ability to work in a communal environment
- Ability to navigate conflict with professionalism and equity
- Strong interpersonal and communication skills
- Commitment to Haley House's mission and values

Physical Requirements:

- Ability to lift 25-40lbs
- Ability to withstand prolonged periods of kneeling, standing, and walking
- Ability to climb up to 4 flights of stairs

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Compensation:

- \$16.10 per hour + room & board or \$17.50 per hour without room & board
- Up to 25 hours per week, with a minimum requirement of 20 hours
- Community programming: including Sunday meals & Community meeting
- Employees accrue earned sick time in accordance with Massachusetts law.

Reports to: Program Director

To Apply:

Please submit a resume to Program Director, Juliana Soltys, at jsoltys@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.