



**Hale Education, Inc.  
Job Description**

**Job Title:** Food Service Worker  
**Division:** School & Professional Programs  
**Department:** Intrepid Academy at Hale  
**Reports To:** Director of Intrepid Academy  
**FLSA Status:** Non-Exempt

**Schedule:** 10 AM–2 PM, Monday through Thursday (approximately 16 hours per week).

**Summary:** The Intrepid Academy at Hale Food Service Worker transports, sets up, serves, and cleans up lunch service for a high school program, and organizes and purchases snacks and food service items.

**About Intrepid Academy at Hale (IAH):**

IAH is a semester school for Boston Public Schools (BPS) high school students focused on nature, community, and wellness. Participants spend the school year on 1000+ acres that include ponds, forests, and 20 miles of trails working closely with groups of teachers and students for 8 weeks or more. Given that all our students come from BPS, applicants who reflect the racial and linguistic diversity of the Boston Public Schools are strongly encouraged to apply. For more information about the program, please see [the IAH page](#) on our website.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Records temperatures and record keeping for food put on the serving line.\*
2. Picks up the food from food provider, transports the food to Hale, and unloads the food into the kitchen at Hale.\*
3. Sets up the food for serving to students and serves food to students.\*
4. Loads and unloads the dishwasher and hand wash large dishes in sink.\*
5. Sanitizes food preparation and dining surfaces.\*
6. Empties the trash each day.\*
7. Organizes and purchases necessary snacks and food service items.\*
8. Must have ServSafe certification training and CPR training completed within first two weeks of starting at Hale.\*
9. Is accommodating and flexible to student requests in order to create a welcoming and caring environment.\*

\*Essential Function

10. Maintains safe and sanitary food practices according to ServSafe standards.\*
11. Upholds the core values of Hale Education, Inc.\*
12. Commits to and works towards equity, inclusion, diversity, and justice, both individually and within the greater Hale community.\*
13. Creates and maintains a reputation for credibility, integrity, and fairness.\*
14. Professionally represents Hale Education by displaying appropriate and professional behavior at all times during working hours whether in person or through other communication avenues and when handling a variety of situations that may arise during interactions with others.\*
15. Works with additional staff members as needed.\*

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Instacart, Amazon, online ordering websites.

**Education/Experience:**

No education required; and less than one year related experience or training; or equivalent combination of education and experience.

**Certificates and Licenses:**

- ServSafe food handler

**Equipment:**

- Commercial food warming table, food warmer box, oven, stove

**Knowledge, Skills, and Other Abilities:**

- Oral communication skills, written communication skills
- Organization skills
- Professionalism

\*Essential Function

- Customer service skills
- Interpersonal skills
- Ability to work independently and as part of a team
- Time management
- Problem solving skills

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, reach with hands and arms, stoop, kneel, crouch or crawl, talk or hear, taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception.

The noise level in the work environment is usually moderate.

### **ABOUT HALE EDUCATION**

Hale Education is a private, non-profit educational organization that manages over 1,000 acres of woodlands, including four ponds and over twenty miles of trails in Westwood and Dover, Massachusetts. Since the late 1960s Hale has provided year-round programming to support the work of schools. In the last five years we've doubled these efforts and are reimagining learning with clients and partners. We currently employ 30 year-round employees who oversee strategic planning and program development, and more than 200 seasonal staff members who deliver programs.

**COMPENSATION:** \$15/hour

### **APPLICATIONS**

To apply, email a résumé to Erica Pernell, Director of Intrepid Academy at Hale, [epernell@hale.education](mailto:epernell@hale.education) with Food Service Worker in the subject.

Hale is proud to be an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, gender identity, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors. We are committed to a work environment in which our diverse cultures, perspectives, skills, backgrounds, and experiences are welcomed and respected.