



Job Description

Title: Human Resources Coordinator

Classification: Part-time, non-exempt

Reports to: Chief Executive Officer

The Human Resource Administrator is charged with the responsibility of administering or supporting human resource functions at the Community Food Bank.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description).

Essential Duties and Responsibilities

(IMPORTANCE; FREQUENCY)

- a. Manage human resource functions in accordance with CFB policies (5;5)
 1. Ensure proper recruiting, staffing and termination procedures to maintain a high-quality staff and as required by law; (5;3)
 2. Provide support and counseling for performance management and improvement systems; (5;3)
 3. Conduct or facilitate employee orientation, development, safety meetings and training sessions; (5;3)
 4. Support employment policy development and documentation; (5;3)
 5. Identify management development needs and develop or secure appropriate development methods; (5;3)
 6. Provide support and counseling for employee relations concerns (5;4)
- b. Provide excellent customer service to all CFB customers including CFB clients, vendors, staff, donors, logistics personnel, cluster agency personnel, volunteers, and board members (5;5)
 1. Engage in the following tasks or behaviors that represent excellent customer service to the CFB: timely responses, punctuality and attendance, treating others with respect, distributing quality product, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.

Minimum 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 will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

(IMPORTANCE)

1. Bachelor's degree in related field; Master's degree preferred

2. Five years of human resource experience
3. Ability to effectively communicate (written and oral) and work well with a variety of employees from different socioeconomic and cultural backgrounds
4. Intermediate math skills (add, subtract, multiply, divide, interpret data, diagrams, and schedules)
5. Proficient with computers (word processing, spreadsheet, email)
6. Ability to adapt to quickly changing business environment including learning and applying new training and knowledge
7. Demonstrated ability to problem solve, analyze data, make good decisions, attend to details, and manage projects

Physical Requirements:

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

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Interested individuals should send resume, cover letter and salary history to:

Dana Wilkie, CEO

Community Food Bank

dwilkie@communityfoodbank.net

Community Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.

Community Food Bank is an Equal Opportunity Employer

Community is a proud member of Feeding America

12/7/2009

