



Our Mission

Our mission is to leverage the power of food to end hunger and build healthier communities.

Our Vision

We believe that the fight against hunger and the fight against poverty are one and the same. We envision a future in which food is recognized as a human right and every person is able to feed themselves and their families in dignity. Together, we work to create a more nourished, prosperous region.

Our Values

Our core values define who we are and how we work with our communities. Foodlink & our team members have:

- Compassion** - treat all with dignity & respect; build kinship with those we serve
 - Innovation** - say yes; avoid complacency risk failure in the pursuit of ending hunger
 - Collaboration** - build a shared vision, create synergies, maximize resources
 - Agility** - respond urgently to the ever-changing needs of our community
 - Stewardship** - maximize the impact of every dollar, donation and asset
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Job Title: Human Resource Manager

Department: Human Resources

Reports to: Chief People & Culture Officer

Status: Full-time, Hourly

Level: 8- Manager

JOB SUMMARY

Reporting to the Chief People & Culture Officer, the Human Resource Manager will run the daily administrative functions of the Human Resource (HR) department including administering pay, benefits, and leave, assisting with hiring and onboarding staff, and enforcing company policies and practices. This role requires the utmost attention to detail, respect for confidentiality and high levels of professionalism and discretion.

KEY RESPONSIBILITIES

- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; training and development.
- Processes bi-weekly payroll for the organization and oversees continued maintenance of the payroll system ensuring that it reflects the most accurate and up to date employee information.
- Prepares and maintains physical employee files ensuring accuracy and timely filing of documents; maintains all necessary HR documentation.
- Coordinates annual benefits open enrollment, 401(k) plan administration and annual 401(k) audit.
- Fields questions/concerns regarding employee benefits and works directly with the benefits broker for resolution.
- Responsible for the coordination and completion of annual compensation statements.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.

- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Helps to recruit, interview, and facilitate the hiring of qualified job applicants for open positions; collaborates with CPCO and departmental managers to understand skills and competencies required for openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Enters new hire information, terminations, job/rate changes, benefit information etc. into the payroll system.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations at the direction of the CPCO.
- Attends and participates in management trainings/forums at the direction of the CPCO.
- Performs other duties as assigned.

QUALIFICATIONS

- SHRM-CP or PHR Certification Preferred. Degree in Business Administration, Human Resources, or related field preferred.
- 3+ years direct Human Resource and/or Payroll experience required.
- Working knowledge of NY state and Federal Labor Laws
- Proficiency in Microsoft Office and ADP required. Working knowledge of Paylocity a plus.
- Non-Profit, government or university work experience a plus
- Familiarity/experience working with grants a plus
- Strong analytical and problem-solving skills
- Exceptional organizational skills and attention to detail
- Excellent communication skills both written and verbally
- Ability to relate to internal and external customers in a respectful and appropriate manner
- Strong project management skills
- Self-motivated

SALARY AND BENEFITS

This is a full time position paid at \$58,183 annually. Foodlink covers 100% of individual health and dental insurance with the ability to acquire family coverage with pretax dollars. In addition to generous paid time off (PTO), we observe 14 paid holidays throughout the year. Opportunity to contribute to a 401k retirement savings plan upon hire. Eligible for generous employer match after 1 year of service.

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 sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Everyone is welcome here! Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.