

HUMAN RESOURCES GENERALIST



The Peoples Food Co-op is a natural foods store & café located in beautiful downtown Ann Arbor. In business since 1971 with over \$6 million currently in annual sales, PFC is a growing cooperative business that supports organic, healthy, and local foods. Please visit our website at <http://www.peoplesfood.coop> for more information about our organization.

We are looking for a **HUMAN RESOURCES GENERALIST** who can be a strategic business partner, manage all aspects of HR, be resource and support to our unique and very cool organization.

If you have solid training and well-rounded HR experience, are committed to fostering a democratic, productive workplace, are inspired by a really cool mission, have an entrepreneurial spirit and if helping others be successful really floats your boat, keep reading. This is a great position for someone creative who wants to downsize from a larger HR department and fly solo, or a person with initiative who wants to grow his/her skills. This full-time position is the grease on the wheels of an organization that cares about its employees, customers, community, environment, and our Planet. The successful candidate will:

- Recruit terrific staff members to accomplish our mission
- Administer and develop a great, cost-effective benefit package
- Keep track of employee information by developing human resources databases and manual filing systems.
- Partner with others to develop policies and procedures to keep us all moving in the right direction
- Develop and deliver stellar employee and manager training programs such as orientations, workplace safety, supervision, and customer service to help us do a better job.
- Maintain a useful and efficient performance evaluation procedure so we all know what to do and how well are doing it

- Develop a fair compensation structure to motivate and reward us
- Create recognition programs to celebrate our success
- Lead efforts to build seamless organization-wide communication
- Help all of us work cooperatively, and function as a great team.

In order to be considered for this position, you should have:

- 3- 5 years well-rounded HR experience, small/med business preferred over large corporations – retail a definite plus!
- Commitment to working in an cooperative business
- Strong communication, problem solving, and analytical skills
- Solid experience developing and delivering staff training
- Excellent Microsoft office skills and generally be computer savvy
- Able to work both independently and in partnership with others
- Discretion and integrity.
- Demonstrated success supporting the work of others!
- Bachelor's degree, preferably in Human Resource Management, Organizational Development, or Business Administration is required.
- PHR or SPHR certification, and conflict or dispute resolution training is a definite a plus

Your salary will commensurate with experience and will include full benefits (health, dental, eye, life, disability), PTO, employer IRA contribution, and an employee discount on store purchases.

To apply please submit a cover letter with salary requirements, resume, and three references including a previous supervisor as a PDF to PeoplesFoodCoopHR@gmail.com

People's Food Coop is an Equal Opportunity Employer