

**JOB OPENING**  
**Takoma Park Silver Spring Food Co-op**  
**Human Resources Manager**

**General Description:**

The Human Resources Manager, as a member of the management team, provides leadership in the area of human resources and is responsible for all aspects of the human resources function at TPSS. This includes but is not limited to recruitment, employee relations, benefits, and HR systems design and management.

**Specific Responsibilities:**

1. Manage all recruitment efforts to include: select and place advertising for open positions, including internal posting; maintain application files for legally mandated period. Perform initial screening as requested by department manager; oversight of process to ensure that all legal requirements are met.
2. Manage new employee orientation process to include: coordinate new employee documentation; inform new employees of benefits and procedures; review of employee handbook; and process all personnel paperwork.
3. Manage employee exit/termination process to include: review all recommendations for termination for policy and process compliance, advising supervisors as necessary; conduct exit interviews to help improve the work environment at TPSS; and process all benefits and personnel exit paperwork.
4. Oversee and monitor the employee benefits system to include: liaison activities with designated benefit purveyors; process all benefits changes; enroll new employees; review monthly benefits premium bills for accuracy of current enrollment; coordinate the annual open enrollment process; and assist the General Manger to review the benefits plan design including annual contract renewals.
5. Stay current on all changes to human resources and labor laws to ensure that TPSS remains in compliance. Ensure that the Employee Handbook is revised as necessary to reflect any changes.
6. Manage the performance cycle to ensure: that the performance evaluation process is followed; that reviews are documented and properly filed; and that salary changes comply with Union contract.
7. Counsel managers and staff on a variety of Human Resources issues.
8. Serve as a resource and guide to conflict resolution, resolving issues as possible and/or facilitating access to other conflict resolution resources as needed.

9. Work closely with the management team to create, implement, and monitor the staff development program.
10. Provide training to management and staff on such issues as fair hiring, illegal employment discrimination and harassment, effective supervision, and workplace diversity.
11. Establish and maintain systems designed to produce data and periodic reports necessary to monitor human resources activity.
12. Maintain and ensure the confidentiality of all personnel records and employee data.
13. Work with the store's Union stewards to provide an outstanding work environment for all employees.

**Requirements:**

**Education**

College degree required. Graduate degree or certification in Human Resources/Personnel/Employee benefits ideal.

**Work Experience**

Must have worked at least 2 years in human resources and/or employee benefits position. Experience with conflict resolution, management training, and staff development. Previous unionized workforce experience preferred.

**Knowledge**

Strong knowledge of the general human resources field.

**Skills**

Strong analytical and problem-solving skills; good written and verbal communication and exceptional interpersonal skills.

**Capabilities**

Demonstrated ability to work well with a diverse group of individuals; to work effectively under pressure; to adapt to changing situations; to maintain confidentiality of sensitive issues; and to develop and implement a "vision" for the human resource functional area.

**To Apply:**

Send a resume and cover letter to gm@tpss.coop