



HUMAN RESOURCES

HUMAN RESOURCES GENERALIST

Part Time – Hourly

The **Human Resources Generalist** will provide key support to the Human Resources Director.

This role is integral to maintaining smooth HR operations, from recruitment initiatives and onboarding to benefits administration and compliance. The HR Generalist will ensure company-wide adherence to all federal, state, and local employment laws. This position reports to the **Human Resources Director**.

Key Responsibilities include but are not limited to:

HR POLICY AND COMPLIANCE

- Ensure compliance with federal, state, and local labor laws and regulations
- Stay up-to-date and comply with changes in labor legislation
- Provide communication and advice regarding HR legal requirements, best practices, compliance initiatives, and changes to employment policies and procedures to management
- Collaborate with HR Director and Leadership to develop HR compliance improvement plans and implement appropriate internal processes and controls
- Assist in the development and communication of HR policies, ensuring they are up to date and effectively implemented
- Develop, implement, and maintain HR compliance metrics and track processes and audits for all programs to ensure adherence to all relevant regulations in a timely and accurate manner
- Compile, prepare and submit regulatory reports and documents including, but not limited to ADA, EEO-1 reporting, and other government filings
- Collect census data and complete required annual 401k audit
- Maintain confidentiality and handle sensitive information with discretion

BENEFITS ADMINISTRATION

- Assist with the administration of certain employee retirement benefits programs including health and dental insurance, 401k, and PTO
- Manage health/dental insurance, COBRA and retirement benefits enrollments, updates, and cancellations
- Assist in insurance renewal process by preparing comparative analysis of expense and benefit for both Chowgirls and employees
- Track FMLA leaves

HR SUPPORT

- Assist in the preparation and organization of various HR documents as directed including policy updates, job descriptions, performance reviews, and performance improvement plans
- Work directly with hiring managers to facilitate the job posting process as directed
- Ensure job postings are accurate and current
- Support DEI initiatives that create a fair and equitable hiring process
- Assist in the organization of incident reports
- Organize confidential documentation as directed
- Regularly review and update the Employee Handbook to ensure guidelines and policies reflect compliance with employment laws and regulations
- Assist in communicating employee policies and procedures as directed
- Set up exit interviews with terminating employees, including identifying reasons for employee resignations
- Collaborate with staff organizers of Juntos, Chowgirls' DEI council, to ensure diversity and inclusion are reflected in all aspects of the organization
- Collaborate with Training & Growth Manager to develop content for onboarding and staff and manager training

COMMUNICATION

- Proactively communicate work and personal schedule through Slack
- Attend and actively participate in all required company meetings
- Respond to internal and external communications within 12 hours
- Present a professional positive attitude among coworkers, vendors, and clients
- Facilitate information flows throughout workplace
- Maintain availability for communication by phone, Slack, and email

CULTURE

- Participate in Chowgirls training programs
- Cultivate general knowledge of Chowgirls handbook, history, values, and vision
- Guide peers and Chowgirls forward by sharing identified strengths or skill areas of specialization
- Commit to professional development, building a broad portfolio of skills and increasing mastery of current skills
- Uphold Chowgirls' commitment to Diversity, Equity, and Inclusion

HUMAN RESOURCES

- Maintain employee privacy at all times
- Be aware of MN employment laws
- Keep all Chowgirls information confidential, including internal documents, policies, procedures, recipes, and customer/venue/vendor information
- Maintain general knowledge of Chowgirls handbook, history, values, and vision
- Always promote Chowgirls in a positive light at the office, on social media, and in the community

Employee Signature

Date

Manager Signature

Date