



Whitsons Culinary Group, a leader in the food service industry for 35 years, this family owned company is looking for a talented HR professional to join the team. If you are a dynamic problem solver and enthusiastic business partner with 5 or more years of human resources experience, we want to hear from you. The successful candidate must be bilingual (English/Spanish).

As a strategic partner, the HR Business Partner aligns Whitsons' strategic objectives with team members and management. Responsible for interpreting policies and consulting with managers and team members regarding complex Human Resources matters (including performance management and counseling). Provides leadership coaching and counseling for managers; assists with talent management including recruiting and workforce planning.

ESSENTIAL FUNCTIONS, RESPONSIBILITIES AND DUTIES:

- Partners with management to ensure that all employee relations matters are approached and resolved in a confidential and professional manner.
- Provides consultation to management and staff regarding performance issues, including review and coaching of performance assessments and disciplinary actions. Facilitates meeting discussions.
- Conducts effective, thorough and objective investigations and responds to employee relation issues. Proactively works toward issue and/or conflict resolution on a variety of employee relation issues. Communicates with administration, managers and legal counsel as needed.
- Proactively counsels managers on a variety of Human Resource issues including policies/procedures and appropriate employment decisions.
- Supports proactive one point of contact service model and ensures continuity of exceptional customer services.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Works closely with management and team members to improve work relationships, build morale, increase productivity and retention.
- Provides timely communication to promote positive staff relations and responds to management reporting needs on a variety of Human Resources related activities, programs and/or data.
- Serves as internal Human Resources consultant by analyzing and recommending solutions to Human Resources issues. Provides supporting climate for change and engagement. Assists with organizational change management initiatives. Skillfully, facilitates conflict resolution.
- Maintains current knowledge of system wide and location specific procedures, processes, policies and operations. Utilizes e-mail, voicemail, and other technology to maintain open channels of communication.
- Assist the HR Director with union negotiations, attending union negotiation sessions when

necessary. Ensure management compliance to all collective bargaining agreements. Counsel and assist managers with interpretation of collective bargaining agreements and grievance process.

- Process, investigate and respond to union grievances and NLRB charges in a timely manner; escalate to HR Director as needed; liaise with employment/labor counsel as needed.
- Interact with union representatives as needed, and ensure harmonious relationships with unions.
- Attend union arbitrations and NLRB hearings as needed.
- Represent the Company at any unemployment claims hearings or other agency hearings, as needed.
- Assist with recruitment effort for all exempt and non-exempt team members, student interns and temporary employees, as requested by Director of Recruiting; participate in new employee orientations, as needed.
- Ensure that Whitsons is maintaining thorough and accurate personnel records, keeping in compliance with all government regulations.
- Performs additional duties and work on special projects as assigned including serving on task forces, committees, etc.

Required Experience and Competencies:

- Excellent communication and people skills
- Possess high emotional intelligence to deal with variety of issues
- Planning/organizing—the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans.
- Ability to work successfully with others as well as independently.
- Possess excellent judgment and able to identify when additional help is necessary
- Understands confidential nature of the position and work assigned and consistently maintains confidentiality
- Significant experience working with Union environments – multiple union experience helpful
- Working knowledge of multiple Human Resource disciplines including compensation practices, diversity, performance management and federal and state employment laws.
- Must be able to perform duties at remote locations, provide personal transport as needed (travel 50%)
- FLUENCY IN SPANISH REQUIRED

Education and Technology:

- Bachelor's degree in Human Resources or similar relevant major AND 5-7 years HR Generalist experience required
- Experience working within union environment
- Proficient in Microsoft Office such as Word, Excel, Outlook, PowerPoint
- HRIS experience required

Certifications:

- PHR or SPHR (or equivalent) certification preferred

Please [apply here](#)

