



# HUMAN RESOURCES

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## **PARTYMAN CATERING CORE VALUES**

Happiness | Respect | Teamwork | Success | Passion | Relationships

### **SKILLS FOR SUCCESS**

- Understands and Demonstrates Partyman's Core Values
- Performance Management
- Training and Developing People
- Interpersonal Communication

### **JOB DESCRIPTION**

Human Resources is responsible for all elements of employee relations. This role works closely with Owner and Directors to develop and implement HR initiatives across departments to continuously better the Partyman workplace and culture. HR oversees all hiring and onboarding processes and ensures workplace compliance. The ideal candidate is someone who is passionate about company culture and believes that there is always opportunity to elevate.

\*\*This is a developing position with Partyman Catering. Candidates should have knowledge around NYS Labor Laws and creating and executing policies and procedures.

### **PRIMARY DUTIES & RESPONSIBILITIES**

#### Hiring & Onboarding

- Collaborate with department supervisors on staffing needs and job descriptions.
- Collaborate with Marketing to post job openings online and determine strategy.
- Manage new applicant communications, schedule/host first-round phone interviews, and schedule second interviews for department supervisors.
- Regular reporting on hiring initiatives and statistics (weekly during peak hiring season).
- Distribute and maintain employee documentation (ie: handbook, onboarding paperwork, payroll forms, minors' working papers, driver survey forms, etc.).
- Coordinate and conduct new employee orientations, annual returning employee trainings, and annual sexual harassment training.
- Assist staff with setting up and troubleshooting employee software used by Partyman Catering (Homebase and Paychex Flex).
- Coordinate necessary company safety trainings.

#### Employee Relations

- Support company culture initiatives and employee recognition programs (ie: Milestones, anniversaries, birthdays).
- Supervise all HR communications, reports, requests, and documents created and received by the team.
- Maintain a pulse on the employee base to ensure employee satisfaction.
- Maintain a schedule for employee reviews and support managers where needed.
- Assist managers with growth and performance plans for employees.
- Oversee exit interviews and procedures.
- Coach employees and managers in effective interpersonal communications and conflict resolution.
- Maintain and update employee forms and documents as needed (ie: job descriptions, training manuals, SOPs, disciplinary).

#### Procedure & Compliance

- Suggest and implement new concepts and ideas within the organization that will assist in the operations, efficiency, and overall customer experience.
- Ensure employees are aware of and follow all company and government policies and procedures.
- Suggest changes in policies and procedures based on employee needs, company needs, and government policy.
- Maintain OSHA and employee certification records (ie: ServSafe, TIPs, AED, CPR). Including injury log and reports.
- Keep the company up to date on compensation standards set by industry and governing bodies. Maintaining compensation structures and administer employee benefits (health, dental, retirement, paid time off, etc.).

## **JOB REQUIREMENTS**

### Education

- Associate's Degree in human resources or equivalent experience.

### Experience

- A minimum of three years of experience in the human resources field.
- Hospitality experience is a plus.

### Skills

- Exceptional communication skills including writing, speaking, and interpersonal communication.
- Excellent listening, problem-solving, and decision-making skills.
- Strong computer skills and experience with GSuite.
- Ability to understand and interpret HR-related laws and regulations.
- Project management and organizational skills.

### Physical

- Ability to sit or stand at a desk for long periods of time.
- Ability to lift 25 pounds occasionally and independently.
- Ability to lift up to 50 pounds with another team member.

Other

- Valid Driver's license and reliable transportation to work.

### **SCHEDULE REQUIREMENTS**

- Traditional, full-time schedule will be Monday-Friday but may fluctuate seasonally and be based on event bookings.
- Weekend, night, and occasional holiday availability will be required at times.

### **COMPENSATION**

Pay

- Negotiable and competitive based on experience and abilities.

Benefits

- After 1 year of employment, the ability to enroll in retirement with a 3% company match.
- After 90 days of employment, 50% reimbursement of health coverage for a single plan.
- New employees will receive a Partyman Catering t-shirt that should be worn on event days for setup.

### **COMPANY CULTURE**

- Monthly team building events, team lunches, and Cheers & Chill.
- Reward Milestones.
- Employee scholarship.

### **EMPLOYEE REVIEWS**

- First review is to occur six months after employment inception.
- Thereafter, every six months during the Nov/Dec time period and July/August time period.
- Improvement plans and interventions as needed.