



Job Posting

Human Resources Specialist for Cooperatively Owned Grocery Store

Job Title: Human Resources Specialist

Status: Part-time, On Site

Company: Bethlehem Food Co-Op

Location: Bethlehem, PA

Compensation: \$24 to \$28 per hour

Reports To: General Manager

Who We Are

We will be the first and only community-owned, full-service grocery cooperative in the Lehigh Valley! The store will be open to all shoppers year-round. We are currently building our grocery store at 250 East Broad Street, Bethlehem, Pennsylvania with a late summer 2024 projected opening. We represent over 1500 member-owners to encourage physical, social, and economic health by providing healthful, affordable food; emphasizing local, sustainable, humane, and natural food systems; and offering unique educational opportunities to the entire community. We are a diverse community that promotes diversity, equity, and inclusion in everything we do!

Why work with us?

You will be a part of the historic operating team that opens the Bethlehem Food Co-Op grocery store! You will have a significant impact on our organization. As the Human Manager, you will manage human resources for the organization. You will make an additional impact by collaborating with the management team to hire and support our opening team. Go with us and grow with us!

Our leadership team is developing a comprehensive benefits package that includes PTO, staff discounts, health benefits, and more!

Job Summary:

We are looking for a passionate and experienced Human Resources Specialist to join our team at a fast-paced startup cooperative grocery store. As the Human Resources Specialist, you will be responsible for all aspects of HR management, including recruitment and onboarding, employee relations, performance management, benefits administration, HR policies and compliance, training and development, employee engagement, and diversity, equity, and inclusion. You will also be responsible for promoting a positive work environment and supporting the well-being of employees.

Essential Duties and Responsibilities:

- Develop and implement recruitment strategies to attract qualified candidates.
- Develop new hire programing and orientation in collaboration with the General Manager.
- Act as a point of contact for employee inquiries, concerns, and conflict resolution.
- Collaborate with managers to set performance goals and conduct regular performance reviews.
- Manage employee benefits programs, including health insurance, retirement plans, and other perks.
- Ensure compliance with labor laws, cooperative bylaws, and HR policies.
- Keep up to date with changes in employment regulations and recommend necessary adjustments.

- Maintain accurate and confidential employee records.
- Develop employee handbook in collaboration with the General Manager.
- Identify training needs and coordinate training initiatives for employees.
- Promote the cooperative's values, mission, and culture among employees.
- Support diversity and inclusion initiatives to create a welcoming and equitable workplace.
- Manage employee offboarding, including exit interviews and necessary documentation.
- Collaborate with relevant departments to ensure a safe and healthy work environment.
- Develop and implement safety protocols and emergency procedures.

Qualifications:

- Minimum of 3-5 years of progressive HR experience, preferably in a retail or cooperative environment.
- Thorough understanding of labor laws, employment regulations, and HR best practices.
- Strong communication, interpersonal, and conflict resolution skills.
- Proficiency in HR software and tools for recordkeeping and reporting.
- Detail-oriented with excellent organizational skills.
- Commitment to maintain confidentiality and protect sensitive information.
- Desire to provide excellent customer service.
- Bachelor's degree in human resources, Business Administration, or related field is a plus.

Working Conditions:

The HR Specialist is actively engaging with the general manager, the operations team, prospective employees, and community partners, predominantly from inside of the store. You will primarily conduct your work in the store's shared administrative office. You will work regular business hours. You may need to work an occasional evening or weekend to address employees' needs or attend events. Occasional travel may be requested to attend conferences or events.

To encourage cooperation among cooperators, operational support will work on the sales floor quarterly for a full shift. Your role will be determined based on your experience, interests, and the needs of the co-op. The shift will be scheduled in cooperation with you, the department head and store management. This effort will be collaborative, but management reserves the right to make all final decisions on schedule and placement.

Note: This job posting outlines the general scope of responsibilities for the Human Resources Specialist position in a cooperatively owned grocery store. To view additional details, please refer to Bethlehem Food Co-Op's Human Resources Specialist Job Description. Specific responsibilities and requirements may vary based on the store's needs.

To Apply:

Please submit your resume and cover letter to hr@bethlehemfood.coop

Bethlehem Food Co-Op is an Equal Opportunity employer. We provide equal employment opportunities to all qualified employees and applicants for employment without regard to race, religion, sex, age, marital status, national origin, sexual orientation, citizenship status, veteran status, gender identity or expression, disability, or any other legally protected status. We prohibit discrimination in decisions concerning recruitment, hiring, compensation, benefits, training, termination, promotions, or any other condition of employment or career development.