



Human Resources & Safety Manager – Belgium, WI

GENERAL SUMMARY:

To provide proactive human resources leadership and expertise which promotes a safe, productive and cohesive culture and enhances the value of human capital, consistent with Lakeside's philosophy and strategic plan.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Recruit, screen, interview, reference check and participate in the hiring decisions for hourly, full time, part time and seasonal openings.
- Leadership role in the performance management program, including the corrective action policy.
- Leadership role in the recognition program.
- Perform on-boarding or direct the on-boarding process for new hires including necessary paperwork.
- Organize and coordinate initial and ongoing job training.
- Administer federal and state employment laws, state workers compensation laws, both federal and state safety laws.
- Promotes Health and Wellness by coordinating yearly health risk appraisals, flu shot offerings and support of the Fit for Life program.
- Provide leadership in the administration of Lakeside benefits program including short term disability, retirement, insurance and education.
- Maintain personnel files.
- Counsel employees in matters relating to job performance.
- Keep current in the latest labor relations and personnel developments, such as insurance, equal opportunity, and other laws.
- May participate in union negotiations and contract administration.
- Assist General Manager in process of actively engaging Lakeside people in the company, their departments and jobs.
- Be a cheerleader of and model for the Lakeside culture of teamwork, respect, trust, collegiality, and providing an environment that offers people a satisfying and rewarding career.
- Ensure that Lakeside policies and programs are adhered to and administered fairly and consistently throughout the location.
- Ensure employees follow Lakeside Foods established policies and procedures for this job as described in the training manual and orientation program.
- Develop a safety program for the location and administer that program.

- Lead incident analysis process and manage open claims closure.
- Conduct plant inspections and maintain all inspection records.
- Budget purchase and maintain Personal Protective Equipment.
- Ensure employees maintain work area in a clean and orderly manner.
- Perform other duties as assigned by General Manager.
- Insure any unsafe or potentially hazardous conditions are immediately addressed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge:

- A four year bachelor's degree or business degree or equivalent experience is required.
- Previous entry level generalist experience in the area of human resources is also preferred. Familiarity with laws, current practices and trends in the field of talent management.

Language Skills:

- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.
- Ability to effectively communicate with people throughout the company in group settings or on an individual basis.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to make good business decisions in a timely way.

TEAMWORK AT LAKESIDE (TAL):

- Through individual and team efforts, enthusiastically work toward the continuous improvement of his/her job, work area, department and Lakeside as a whole. Fully participate in TAL by "living" Lakeside's Standards of Conduct and being an active member of operational and project teams. By action and work, clearly and visibly demonstrate the spirit of teamwork, cooperation and respect for others in all business transactions and exchanges.
- Proactively create an environment that clearly and sincerely encourages the spirit of TAL in all areas of responsibility.
- Ability to maintain a positive attitude and resilience.
- Ability to gain trust and confidence with people.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, and use hands and fingers.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee occasionally works near moving mechanical parts and in adverse conditions.
- The noise level in the work environment is usually moderate but can be excessive during certain maintenance activities.
- The noise level is high when in vegetable crop production/packaging.

Interested applicants should contact:

Lakeside Foods, Inc.
Attn: Director of Human Resources
808 Hamilton St
P.O. Box 1327
Manitowoc, WI 54220
or e-mail: lakeside@lakesidefoods.com

An Equal Opportunity Employer