



Job Title: Supervisor, Human Resources

Exemption Status/Test: Exempt

Reports to: Assistant Director of Operations

Date Revised: October, 2015

Dept. /School: Student Nutrition Services

Primary Purpose(s):

Maintain and enhance the organization's human resources by implementing and monitoring employee relations, policies, programs and practices along with overseeing payroll for the department.

Qualifications:

Education/Certification:

- Associate's Degree in related field *or*
- Associate's Degree in another field with experience in human resources
- Bachelor's Degree in related field, preferred *or*
- Bachelor's Degree in another field with experience in human resources
- Serve Safe Certified

Experience:

A minimum of five (5) years' experience in recruiting, orienting and training new employees in a food service environment

Special Knowledge/Skills:

- Knowledge of Kronos Workforce to ensure time management of both biweekly and monthly employees
- Knowledge of Kronos Biometric System to enroll new employees and trouble shoot issues as they arise
- Knowledge of payroll as it pertains to the assignment
- Knowledge of Oracle including self-service and employee management (terms)
- Knowledge of requisitions/PARS and iExpense.
- Proficient in Outlook and MS Office
- Knowledge of benefit procedures to ensure employees are able to successfully enroll in all benefits
- Knowledge of worker's compensation laws according to the assignment
- Knowledge of FLSA to ensure the department is in accordance with these laws at all times
- Knowledge of TWC guidelines to ensure the department is in accordance with these regulations at all times.
- Reply to employee claims including sending documents to TWC as necessary.
- Knowledge of personnel information storage including maintaining personnel/medical files on all employees in the department
- Knowledge of food service management and food handling
- Demonstrated ability to organize the uniform distribution, inventory and replacement
- Demonstrated ability to handle confidential information as necessary

Major Responsibilities and Duties:

1. Oversee Kronos Workforce (time management) for all employee making sure time is entered correct, making changes to employee records, including schedules, accruals and maintain programs within the database.
2. Run reports within the Kronos Workforce when necessary.
3. Approve payroll for both biweekly and monthly employees including checking the SCA Base Pay Forecast to make sure hours are correct to be paid.
4. Oversee biometric system for department, traveling to schools as necessary to enroll employees and correct issues that may arise.
5. Enter travel in Oracle iExpense for all kitchen management.
6. Oversee Oracle Self-Service for all employees, making changes to employee's information as needed and requested by employee.
7. Oversee historical human resource records by maintaining a filing system, keeping past and current records.
8. Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements by preparing, updating and recommending human resource policies and procedures.
9. Update personnel records including making changes using Oracle Requisitions/PARS when necessary to individual employees.
10. Maintain kitchen staff by recruiting, selecting, orienting and assigning employees to appropriate locations.
11. Work with risk management on worker's compensation cases regarding all department employees, from preparing reports, putting people back to work, working with physician restrictions and sending reports to risk management as necessary.
12. Safety leader for department, responsible for promoting the safety program and attending safety meetings as necessary.
13. Oversee employee verifications, completing verifications and letters when necessary.
14. Oversee SNS employee benefit enrollment process.
15. Answer questions from employees regarding their payroll checks.
16. Manage uniform distribution/inventory by managing budget and ordering more product when necessary.
17. Assist assistant director of operations with routine clerical duties.
18. Support assistant director of operations in making personnel changes and other aspects related to human resources.

Other

19. Assist in kitchens when necessary.
20. Perform other duties as assigned.

Supervisory Responsibilities:

Supervise assigned staff.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard high volume copier/scanner, Kronos time clock, personal computer and peripherals

Posture: Frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Prolonged data entry, grasping/squeezing to file

Lifting: Occasional moderate lifting (15-30 pounds)

Environment: Work inside in an office setting; high volume, fast-paced environment; may work prolonged or irregular hours; frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

Transportation: Must drive personal vehicle while conducting district business

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.