



**Central California Food Bank**  
Job Description

Human Resources  
**Job Title:** Coordinator  
**Reports To:** Human Resources Manager  
**FLSA Status:** Non-Exempt  
**Prepared By:** HR Manager  
**Approved By:** Co-CEO  
**Pay Rate:** \$22.08 per hour

**POSITION SUMMARY:**

The Human Resources Coordinator assists with the day-to-day operations of the HR functions. Under the guidance of the Human Resources Manager, the Human Resources Coordinator, helps to implement and lead Human Resources practices and objectives that provide an employee-oriented, high-performance culture that emphasizes professionalism, commitment to customer service, high ethical standards, and the recruitment and ongoing training and development of a superior workforce.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

**1. Assist with Human Resource functions in accordance with Central California Food Bank (CCFB) policies.**

- The Human Resource Coordinator will establish and maintain healthy and positive working relationships with all CCFB Staff, as well as demonstrate extreme discretion and confidentiality with personnel.
- Responsible for being knowledgeable on HR/CCFB policies.
- Responsible for following and clearly interpreting all CCFB policies and procedures.
- Works closely with hiring managers through the recruiting process for new positions including but not limited to: reviewing job description for grammatical or content errors, posting approved job description on recruiting platforms, screening resumes to identify and present qualified and potential candidates to hiring manager for consideration and coordinate interviews.
- Assists in the preemployment process for new employees.
  - Prepares and sends offer letters to new employees.
  - Submit background checks for processing and reviews results with Human Resources Manager.
- Assists in the onboarding process for new employees.
  - Prepares new hire binder and packets.
  - Verifies I9 Documentation and maintains documentation.
- Prepares new employee files and files documentation as needed.
- Coordinates benefit meetings between new employee and Benefit Specialists:
  - Health Benefits
  - 401(K)
- Reports and manages Workers Compensation Claims

- Assist with the processing of terminations.
- Assists in identifying training as well as developing and maintaining training schedules, make suggestions for delivery of the training.
- Assists Human Resources Manager with the annual evaluation process and special projects.
- Assist with employee engagement initiatives and all staff related events.
- Maintains and updates human resources document database.
- Performs general clerical duties to include but not limited to: filing, photocopying, faxing and mailing.
- Primary back up to Receptionist
- Represents Central California Food Bank (CCFB) in a professional manner at all assigned meetings and events.
- Performs other related duties and assignments as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Regular attendance and attention to punctuality are required for a person to be successful in this role.
- Comfortable presenting to groups and providing in-person training.
- Strong skills in interpersonal communication, writing, and organization.
- Ability to handle confidential information with great sensitivity.
- Ability to work with limited supervision and high motivation.
- Good reasoning abilities. Sound judgment.
- Ability to work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Strong computer skills- MS Word, MS Excel, Outlook and HRIS/Paylocity System.
- Knowledge of wage-and-hour laws and regulations.
- Basic knowledge of health and wellness plans, including flexible spending accounts and 401(k) retirement plans, including maintenance, recordkeeping, and reporting requirements.
- Active Listening - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Time Management - Managing one's own time effectively.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Integrity, enthusiasm, perspective, flexibility, and a strong work ethic.
- Advanced writing and oral communication skills; ability to understand and translate information for intended audiences with clarity, crispness, and elegance.
- Ability to work both independently and as part of a team.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

### **MINIMUM QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- Bachelor's degree in Human Resources, or related field
- 2+ years of work experience in Human Resources practices and procedures required.
- 2+ years of experience in recruiting desired
- Ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities.
- Proficiency in Microsoft applications such as Word, Excel, and Power Point.
- Exercise good judgement and discretion; strong ethical character capable of handling confidential information.
- Excellent oral and interpersonal communication skills. In particular, the ability to understand and organize detailed information and write about and talk about the information.
- Proven excellence in organizational and planning skills; problem analysis and problem-solving skills.
- Ability to complete work in an accurate, effective, and timely manner.
- Detailed oriented.
- Bilingual ability in Spanish is highly desirable.
- Must have valid CA driver's license with good driving record.
- Must be insurable by CCFB company vehicle insurance provider.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

*Central California Food Bank is an at-will employer. This means that employment can be terminated at-will by the company or employee and such termination can be made with or without notice.*

*Central California Food Bank is an Equal Opportunity Employer.  
Central California Food Bank is a proud member of Feeding America.*

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**Central California Food Bank**  
Job Description Acknowledgement

	Human Resources		
<b>Job Title:</b>	Coordinator	<b>Prepared By:</b>	HR Manager
<b>Reports To:</b>	Human Resources Manager	<b>Approved By:</b>	Co-CEO
<b>FLSA Status:</b>	Non-Exempt	<b>Pay Rate:</b>	\$22.08 per hour

By signing below I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Name (Signature)

\_\_\_\_\_  
Date