



Houweling's –Internal Job Description

Position Title: HR Generalist

Department: Finance and Administration

Position Type: RFT – Non-Exempt

Reports To: Utah GM / VP Operation Systems

Location: Mona, Utah

Houweling's Group, is a family owned, world-renowned greenhouse vegetable grower with farms in Camarillo, CA, Delta, BC and Mona, UT. As a leader and innovator in the state of the art, sustainable greenhouse farming industry, the company continues to focus on year-round, locally grown produce, as consumers continue to prove a desire and willingness to purchase local. In addition to greenhouse tomato and cucumber growing, the company operates a state of the art seedling propagation division and full service logistics department, offering vertical integration from seed through to delivery at our customers.

Purpose/Objective: The human resources generalist is responsible for performing HR and Compliance-related duties on a professional level and works closely with senior management in supporting designated geographic regions. This position carries out responsibilities in the following functional areas: benefits administration, employee relations, training, performance management, onboarding, policy implementation, recruitment/employment, affirmative action, worksite safety, food safety and employment law compliance.

Key Job Duties:

Human Resources

- Manages day-to-day HR activities.
- Administers various human resource plans and procedures.
- Assists in the development and implementation of human resource policies and procedures.
- Prepares and maintains employee handbook and policies and procedures manual
- Answer employee inquiries and respond to employee requests.
- Facilitates employee relations, coaching and disciplinary actions (including termination) if required.
- Facilitates the effective onboarding of all new hires.
- Coordinates the recruitment process: preparing job descriptions, posting positions, screening resumes and setting up interviews.



- Participates in administrative staff meetings and attends other meetings and seminars.
- Maintains compliance with federal and state regulations concerning employment.
- Performs other related duties as required and assigned. Duties, responsibilities and activities may change at any time with or without notice.
- Provides translation support to management and administration teams.
- Provides support to the H2A program.
- Provide other duties as required.

Worksite and Food Safety

- Facilitates the Worksite Safety and Food Safety Program for site. Works with team to ensure site is current and compliant with all worksite safety, food safety and other supplier compliance requirements, regulations or standards.
- Completes injury reports to include: documentation, OSHA logs, follow up, doctor visits and consultations, return to work procedures, coordination with supervisors on modified work arrangements or work restrictions (review clinic notes), tracking claims and working with the insurance company to ensure process is accurate and complete.
- Coordinate and track worksite safety, food safety and human resource training.
- Facilitate Health and Safety Committee meetings and documentation.
- Facilitate incident or investigations.
- Conducts monthly internal food safety audits
- Track all required inspection documentation as it applies to worksite or food safety.
- Facilitates all worksite safety, food safety and compliance audits for site in collaboration with site subject matter experts.

Skills/Knowledge:

- Bachelor's degree and/or three (3) to five (5) years human resource experience.
- Knowledge of computers and relevant software applications
- Knowledge of administrative, clerical, and human resource procedure.
- Knowledge of interpersonal communication among varying personalities
- Proficiency in MS Office: PowerPoint, Word and Excel
- Experience with HR project work; developing and implementing HR policies and practices
- Experience with Food Safety requirements an asset
- Maintains high level of discretion and confidentiality
- High attention to detail in all work, have strong project management skills and be able to coordinate several priorities simultaneously
- Ability to multi task and work with frequent interruptions
- An understanding of how to prioritize in a fast-paced and changing environment
- Strong written and verbal communications skills
- Excellent organization skills
- Flexibility and demonstrated ability to take initiative



- Strong work ethic and demonstrates accountability and adaptability
- Reliable member of the team
- Creativity with excellent problem solving skills
- Ability to meet goals with minimal supervision and work independently
- Bilingual (English/Spanish) – required
- Advanced proficiency with MS Office
- Data entry
- Basic knowledge of time and attendance systems
- Basic Knowledge of Federal and Utah Labor laws

Working Environment: Full Time non-exempt hourly position Monday – Friday 8AM - 5 p.m.
Occasional evening and weekend work may be required as job duties demand.