



HUMAN RESOURCE CONSULTANT

ABOUT HOT BREAD KITCHEN

Hot Bread Kitchen creates economic opportunity through careers in food. We achieve our mission through our three programs: Bakers in Training, a 6 month, paid on-the-job training program in bread-baking for low-income women from East Harlem and around the world; HBK Incubates, a culinary incubator that provides licensed commercial kitchen access and business development support for food entrepreneurs; and All Hands & the Cook, a women-owned cooperative business that provides skilled, on-demand kitchen labor for the food industry.

JOB DESCRIPTION

As Hot Bread Kitchen prepares to scale its bakery operations and programs, we are looking for a part-time consultant to support recruitment and retention strategies, legal compliance, and performance measurement. We seek an individual with strong talent acquisition skills, leadership abilities and human resource experience to support us in building an organizational structure poised for growth. Ideally, the consultant will conduct an initial audit of our human resources practices and then contribute eight hours per week to ensure maintenance of those policies and practices.

ESSENTIAL DUTIES AND FUNCTIONS

- Establish a recruiting and interviewing program; counsel managers on candidate selection; conduct and analyze exit interviews; recommend changes
- Maintain organizational structure and consistency by updating job requirements and job descriptions for all positions
- Prepare employees for assignments by reviewing and improving upon orientation and training programs, including onboarding, 30/60/90 review, and performance measurement
- Ensure planning, monitoring, and appraisal of employee work results by: training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures
- Maintain historical human resource records by designing a filing and retrieval system; archive past and current records
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Manage internal staff retention activities including performance reviews, staff events and recognition programs
- Facilitate the annual performance goals process with the senior leadership team

SKILLS AND EXPERIENCE

- Strong understanding and knowledge of legal HR compliance and policies
- Ability to proactively anticipate and solve problems and quickly adapt to new information
- Strong people skills and ability to decipher ambiguous information
- Flexibility and sense of humor

TO APPLY:

Please submit the following via email to HR@HotBreadKitchen.org with "Human Resources Consultant" in the subject:

- A brief statement of interest
- A resume that includes at least two professional references

Only applicants meeting the position's requirements will be considered. Qualified candidates will be contacted for an interview. No phone calls, resumes via postal mail, or walk-ins please.

Hot Bread Kitchen is an equal opportunity employer and is committed to a diverse workplace.