

Human Resources Manager

Benno's Concessions at the Wisconsin State Fair Park
is seeking a seasonal Human Resources Manager

Background:

Founded in 1985, Benno's Concessions (BC) is a family-owned and operated food and beverage concessions company with five permanent locations (including Benno's Leinie Lodge, The Micro, and Wineberry) and seven satellite locations serving various events at Wisconsin State Fair Park, including the 11-day Wisconsin State Fair. BC is proud to employ approximately 150 seasonal staff members each summer.

BC is "the" place to work at the Wisconsin State Fair based on the high standard we set in customer service and the emphasis placed on selecting only the best applicants, training them thoroughly and rewarding them for their contributions. Many of our employees return year after year to be a part of the Benno's Concessions family.

Because we consider our employees to be our greatest asset, the Human Resources Manager is a vital part of our leadership team. The successful candidate will be knowledgeable of HR practices but will also bring new ideas and creativity to the role and will act as a partner, confidante, disciplinarian, trainer, and all-around problem solver to the organization. This is an incredible opportunity for someone who knows HR and is looking for a fun, flexible summer gig.

Purpose of this position:

The HR Manager will develop and lead HR practices and objectives that will provide 1) an employee-oriented, high-performance culture that emphasizes improvement, quality, and high standards; and 2) the recruitment and ongoing development of a superior workforce to make Benno's Concessions the best place to work at the Wisconsin State Fair.

The HR Manager will develop, coordinate, and manage the implementation of people-related services, policies, and programs for approximately 150 seasonal employees for the Wisconsin State Fair, Harvest Fair, and, potentially, occasional small-scale events throughout the year. The HR Manager reports to the Vice President.

Responsibilities include:

- Employee recruitment, job descriptions, interviewing, hiring, and scheduling.
- Administrative tasks, paperwork, and private personnel information and documentation management.

- Email, phone, and face-to-face communication with approximately 150 employees, sometimes regarding personal or confrontational issues.
- Training, coaching, encouraging, and correcting employees as needed.
- Development, implementation, management, and sometimes enforcement of various programs, policies, procedures, and incentives.
- Serving as a knowledgeable resource to the Executive Management team that provides overall company leadership and direction.

The selected individual must supply his or her own computer and must be willing/able to work from a variety of locations including his or her home.

The ideal candidate will possess:

- Knowledge and/or experience and/or specialized training in employment law, organizational planning and development, recruitment, employee relations, training, employee engagement, and employee development.
- Diplomatic, better-than-average written and spoken communication skills.
- Outstanding interpersonal relationship building and employee coaching skills, with the ability to correct and encourage as needed.
- Excellent computer skills, including Word and a very competent working knowledge of Excel. Experience in or willingness to learn Dropbox, Google G Suite, Basecamp, and MailChimp.
- Experience in/ideas for Human Resources recognition and engagement programs and processes.
- Professionalism and confidentiality.
- Excellent organization and organizational management skills.
- Ability to create and meet deadlines, working with minimal supervision.
- Flexibility and adaptability.
- Ability to make decisions quickly and problem solve.
- A positive attitude with a kind heart for people and service.
- Leadership experience working in HR positions and/or a Bachelor's Degree in a related field.
- Ability to work long hours in close quarters and less-than-ideal office conditions.
- Ability to work in a loud, sometimes dramatic, fast-paced environment.
- A familiarity with the Wisconsin State Fair, with experience as an avid fairgoer or a former employee.
- A willingness to learn and take ownership of various aspects of the company.

Availability:

Primary availability: July 28-Aug 12, 2018.

The following availability is required for this position:**PRE-FAIR:**

Sat, July 28, 8am – 12pm
Sun, July 29, 3pm-10pm
Mon, July 30, 1pm-10pm
Tue, July 31, 1pm-10pm

STATE FAIR:

Thu, August 2, 7:45am-7pm
Fri, August 3, 8am-6pm
Sat, August 4, 8am-6pm
Sun, August 5, 8am-6pm
Mon, August 6, 8am-6pm
Tue, August 7, 8am-6pm

STATE FAIR (cont'd):

Wed, August 8, 8am-6pm
Thu, August 9, 7:30am-6pm
Fri, August 10, 8am-6pm
Sat, August 11, 8am-6pm
Sun, August 12, 12pm-10pm

HARVEST FAIR:

Fri, September 28, 2pm-10pm
Sat, September 29, 8am-6pm
Sun, September 30, 11am-7pm

**This job description has been designed to indicate the general nature and level of work performed by the Human Resources Manager. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of the individual assigned to the job. Additional information is available upon request.*

Compensation:

Stipend + bonus commensurate with job performance, not including Harvest Fair duties (except initial recruitment email).

Includes daily event admission and on-site parking. Includes unlimited food and nonalcoholic beverages from BC during events while on site.

TO APPLY:

Submit resume and letter of intent stating your interest, relevant knowledge, and ideas to:

info@bennosconcessions.com

Subject: Benno's Concessions HR Position

Interviews begin April 16, 2018.

Benno's Concessions is an equal opportunity employer.