



Job Title:	Human Resources Generalist
Department:	Human Resources
Reports To:	HR Director
Supervises:	None
Job Group:	Professionals
Exempt or Non-Exempt:	Exempt

Job Description:

People are the foundation of a successful farming operation—and the Human Resources Generalist is key to building and sustaining that foundation. The Human Resources (HR) Generalist will be a partner and advisor to farm and field leaders, working to support strong teams dedicated to R.D. Offutt Farms' agricultural operations, team member experience, compliance, and community. This role supports the team member lifecycle, from recruiting and onboarding talent to addressing team member questions, guiding leaders, and ensuring consistent, compliant HR practices. By strengthening workplace culture and engagement, the HR Generalist, helps team members do their best work, equips managers to lead effectively, and supports the company's long-term success.

At R.D. Offutt Farms, we make decisions thoughtfully, balancing the impact on our team members, operations, customers, communities, and other stakeholders, while living our core values. In this way, we find purpose in our work and pride in supporting the people and operations that help feed the world.

Specific Duties Include:

- Build strong relationships with leaders to proactively promote HR services as a trusted resource for managers and team members.
- Support management with recruiting and hiring needs such as pre-screening, interviews, assessments, ad placement, advising on offers, and more.
- Partner with leaders on performance management (coaching, documentation, corrective action) and provide investigation and employee resolution support.
- Shape the direction of teams, in partnership with management, via career development and succession planning.
- Advise field leaders on issues related to employee life cycle.
- Identify areas of opportunity and improvement through exit interviews and tracking and reporting on turnover, attrition and other trends.
- Facilitate training for management on a variety of HR topics to include: the hiring process, interviewing skills, performance management, and compliance requirements.
- Partner to develop and maintain professional relationships with local schools, colleges, community partners, and workforce programs to generate qualified applicants for our internship programs.
- Partner with HR Director and management on special projects related to a wide variety of HR initiatives.

- Assist in the management and administration of the Family Medical Leave Act (FMLA) process.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of team members, customers, vendors, and community members so as to present a professional image of R.D. Offutt Farms.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- 3+ years of HR experience
- Bachelor's degree in Human Resources, Business, Communications or related field preferred
- Demonstrated experience with performance management and employee relations.
- Demonstrated experience with performance management, conflict resolution, including separation processes
- Strong communication and interpersonal skills
- Organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment.
- 15 – 20% travel required
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

R.D. Offutt Company is an Equal Opportunity Employer.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___				

Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			