

Job Title: People & Culture Generalist
Department: People & Culture
Reports To: Director of People & Culture
Classification: Regular, Full-Time, Non-Exempt
Location: Concord, CA

Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

About this Opportunity

The People & Culture Generalist plays a vital role in fostering a value-driven and inclusive workplace. This position provides comprehensive HR support across the organization, including leading full-cycle recruitment and onboarding, maintaining records and compliance, and overseeing staff training, development, and employee recognition programs. The Generalist also contributes to workforce development initiatives and special projects, helping to build a positive, mission-aligned culture.

Essential Duties and Responsibilities

Recruitment & Onboarding

- Coordinate job postings, candidate screenings, and interview scheduling.
- Collaborate with hiring managers to ensure equitable and mission-aligned hiring practices.
- Facilitate onboarding and orientation sessions for new hires.

Compliance & Recordkeeping

- Ensure accurate and timely maintenance of employee records, including personnel files and compliance documents.
- Support audits, reporting, and updates related to labor law and nonprofit requirements.
- Lead the Workers' Compensation process, including reporting, documentation, and tracking.
- Assist with P&C metrics tracking, surveys, and dashboards.

Training & Development

- Lead the annual performance review process.
- Lead the development of staff training programs and track participation.
- Track and renew mandatory P&C employee trainings to maintain compliance.

Culture, Engagement & Communications

- Contribute to DEI, wellness, recognition, and staff engagement programs.
- Lead the internal communications initiative via TV monitors.
- Coordinate the Food Bank's workforce development partnerships and initiatives.
- Represent the People & Culture department on staff-led committees, as needed.

Employee Support & Relations

- Support leave of absence and accommodation processes in compliance with FMLA, CFRA, ADA, and related regulations.
- Serve as a first point of contact for employee questions regarding policies, benefits, and workplace procedures.
- Assist the People & Culture Director with employee relations issues and investigations.
- Participate in policy development and SOP updates.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field, or equivalent combination of education and experience required.
- Minimum of 3–5 years of progressively responsible experience in Human Resources, with demonstrated ownership of key functions such as recruitment, employee relations, compliance, and training and development.
- Working knowledge of federal and California employment laws and regulations, including FMLA, CFRA, ADA, Workers' Compensation, and wage and hour laws.
- Experience managing full-cycle recruitment processes, including partnering with hiring managers, screening candidates, and facilitating equitable hiring practices.
- Demonstrated experience coordinating or leading HR programs or initiatives, such as performance management, employee engagement, training, or workforce development.
- Proficiency with Microsoft Office Suite; experience with HR metrics, reporting, and dashboard tracking preferred.
- Strong organizational skills with high attention to detail and the ability to manage multiple priorities, deadlines, and compliance requirements.
- Excellent written and verbal communication skills, with the ability to effectively communicate across all levels of the organization.
- Proven ability to build strong working relationships with diverse and multicultural teams and contribute to an inclusive, mission-driven workplace.
- Strong critical thinking, problem-solving, and decision-making skills, with the ability to handle sensitive and confidential information with discretion.
- Valid California driver's license, ability to be covered under the Food Bank's auto insurance policy, and ability to travel between sites or community partners as needed.

Additional Information

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties.

Will be expected to travel to the office in Fairfield to provide training and support to staff on occasion.

Compensation and Benefits

This is a full-time, non-exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$40.46 per hour.

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

To Apply

Please send your resume, cover letter, and any supporting documents to hr@foodbankccs.org with the subject line: "People & Culture Generalist". Email submission is preferred.



Job Opening

Or by mail to:

**Food Bank of Contra Costa and Solano
Attn: Human Resources
4010 Nelson Avenue
Concord, CA 94520**

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

For more information about us, please visit: <http://www.foodbankccs.org/careers>