



## **HR Safety Generalist**

D'Arrigo Bros. Co., of California, a 100-year old, rapidly growing Salinas based agricultural company, is looking for a Human Resources professional to join an enthusiastic team. We are one of the largest vegetable grower, packer and shippers, and we offer opportunities with excellent benefits and compensation. Since we are a technologically aggressive organization, a strong knowledge of Excel, Word and Windows is required.

Andy Boy has a rich history as an industry trend-setter, not a follower. From the day the company was founded by Stephen and Andrew D'Arrigo, two immigrants from Messina, Sicily, innovation has been its hallmark. With third generation D'Arrigo family members at the helm of our West Coast operations, you can be sure that the traditions of being the very best in the business emanate from the top and are carried out by our dedicated family of almost 2000 employees. Would you like to join this team?

**Duties** – Responsible for assisting Human Resources with Safety Compliance, Employee Relations and Trainings company-wide. Must be a knowledgeable and efficient hands-on HR and Safety resource to all operations, with the ability to identify employee relations and safety issues and recommend resolutions to management in a timely manner. This position reports directly to the Safety Manager.

### **Knowledge of:**

- Possess a strong foundation of knowledge in HR and Safety along with pertinent federal and state regulations/standards and required company policies and safety programs.
- Experience with incident investigations, OSHA inspections.
- Operation of standard office equipment, including personal computers, photocopier, fax machines and appropriate software such as Windows, Word and Excel.
- Bilingual English/Spanish required.

### **Responsibilities:**

- Assist with compliance of existing and implemented safety programs and company policies with all Spreckels Campus shops and facilities.
- Provide assistance and educate employees and supervision on the Injury, Illness and Accident Reporting and Investigation Policy.
- Assist in investigating and documenting all accidents (100%) and provide information to the Safety Department and Finance & Accounting Department for insurance reporting purposes.
- Monitor daily Security and Patrol reports to determine the need for further investigation by the Safety or Human Resources departments. Maintain log of all reports.
- Recommend policies and or procedures for security, safety and employee relations improvements.
- Assist with coordinating employee orientations and presenting material.
- Assist with providing effective trainings for all safety sensitive positions such as but not limited to: forklift drivers, mechanics, vacuum tube & ice house operators, etc. and verifying trainings are current.
- Assist with company-wide OSHA compliance of all existing equipment, newly introduced equipment, and equipment transferred between districts during transition.

- Assist with coordinating trainings/tailgates company-wide along with supervision and the Training Coordinator, based on incident trends and hazards.
- Respond to facility emergencies as backup to the Safety Coordinator as per the company's Emergency Action Plan (ICP).
- Assist with coordination and execution of annual corporate evacuation of Spreckels campus shops and facilities.
- Coordinate First Aid Kit servicing with vendor.
- Ensure compliance of all log checklists, including pre-trip/pre-use inspections of equipment such as but not limited to: forklifts, golf carts, etc., and of all safety devices such as: AED's, Rescue Hoods, Shower/Eye washes, etc.
- Administrate Spreckels Campus Visitor and Safety Vest Policy.
- Verify and maintain third party safety training documentation, including Contractor Safety Program required documents.
- Establish and maintain a good rapport with management and all work associates.
- Inspire a safety culture that creates a safe work environment throughout the organization.
- Translation of training documents and programs.
- Assist Safety Coordinator with creating SOP's.

**Qualifications:**

- Proven experience in training and safety - preferably in an agricultural environment (cooler and field operations), or a related industry.
- Possess knowledge of employee rights and employer responsibilities, and other regulatory agencies.
- Excellent verbal and written communication skills, including the ability to effectively present facts and recommendations in oral and written form, in both English and Spanish.
- Ability to take direction from multiple managers.
- Ability to keep skill set current.
- Organized team player who works well with a variety of people with a minimum of supervision.
- Ability to prioritize and thoroughly complete tasks in a timely manner.
- Thrive in a fast paced environment and handle pressure while managing multiple tasks.
- Knowledge of Microsoft desktop products including strong knowledge and experience with Excel and Word.
- Valid driver license and clean record.
- Regular and consistent attendance mandatory.
- Work schedule may include OT and weekends.
- The position is based in Salinas with occasional overnight travel to Yuma, AZ and Brawley, CA November through March.
- Ability to sit and/or stand for several hours at a time.
- Must be able to walk on uneven ground.
- Must be able to lift 40 lbs.
- Must be able to work outdoors (rain or shine) in warm and cold temperatures.

Please send resume to [PersonnelRecruitment@darrigo.com](mailto:PersonnelRecruitment@darrigo.com)