

PETROCCO FARMS, INC

Job Title:	HR representative	Job Category:	Employee relations
Department/Group:	HR	On-site	required
Location:	Petrocco Farms, Inc	Office	14110 brighton rd, brighton
Level/Salary Range:	Call	Position Type:	Full time, summer more time required than winter
HR Contact:	Joe Petrocco 3037175045	Date Posted:	1/21/2022
Will Train Applicant(s):	Will Train Applicant(s)		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> *New Hire paperwork *Payroll deadline, editing, accumulating, and submitting. * Food safety on-site and remote meetings/ housing inspections/ interpreting with Food Safety coordinator. *Government & Food Safety instruction at hire and throughout season <ul style="list-style-type: none"> -at training: Company policies, WPS, FSMA -DOL, DOT, FDA, USDA, ACA, Etc. *H2A *PPE *Employee medical/Judicial assistance, support, transportation, and various other worker needs. *Employee privacy and confidentiality <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>High School or similar Associates or 2 year training / PC fluency – USA or MX</p> <p>PREFERRED SKILLS</p> <p>Bilingual English/Spanish</p> <p>ADDITIONAL NOTES</p> <p>We are a family run vegetable production business, focusing on the Colorado spring/SUMMER/autumn season</p>			
<p>PETROCCOFARMS.COM EMAIL: JOE@PETROCCOFARMS.COM; JULIE@PETROCCOFARMS.COM</p> <p>14110 BRIGHTON ROAD</p> <p>BRIGHTON CO 80601</p> <p>FAX:3036597645</p>			
Reviewed By:	Julie Marrone	Date:	Date
Approved By:	David Petrocco Jr.	Date:	Date
Last Updated By:	David Petrocco Sr.	Date/Time:	Date/Time