

## HUMAN RESOURCES MANAGER\*

The Wisconsin Bakers Association is seeking a seasonal Human Resources Manager for the Original Cream Puff (OCP) Operation at the Wisconsin State Fair.

*This is a great opportunity for former HR executives, teachers, or anyone with a flexible summer schedule!  
Position is mostly remote March through mid-July.*

### **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 quality, exceptional standards, and systems improvement; and 2) the recruitment and ongoing development of a superior workforce (Team Cream Puff) to make OCP “the sweetest 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 200 seasonal employees and volunteers leading up to, and during, the Wisconsin State Fair. The HR Manager reports to the Co-Directors of Operations (DO) and will manage 1-2 HR Assistants.

### **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 200 employees and volunteers, sometimes regarding personal or confrontational issues.
- Training, coaching, encouraging, and correcting employees as needed.
- Development, implementation, management, and enforcement of OCP programs, policies, procedures, and incentives.

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

### **Availability:**

Primary availability: March 2 - Aug 28, 2020. **The following availability is required for this position:**

ORIENTATION: July 7, 4pm-7pm  
July 27-31, Various Hours

PRE-FAIR: July 22, 2pm-8pm  
August 3-5, Various Hours

STATE FAIR: August 6-16, 10-12 Hours Daily

POST FAIR: August 17-19, Onsite as needed for post-Fair responsibilities

\*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.

**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 competent working knowledge of Excel. Experience in or willingness to learn Google G Suite, MailChimp, Weebly, and Basecamp.
- 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.
- 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.

**Compensation:**

Negotiable based on experience.

Includes daily event admission, on-site parking, and all the Cream Puffs you can handle :)

**TO APPLY:**

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

Tim Gill  
info@originalcreampuffs.com  
Subject: OCP HR Manager Position

**About Original Cream Puffs:**

Since 1924, the Wisconsin State Fair and the Wisconsin Bakers Association have teamed up to operate the Dairy Bakery. The Wisconsin Bakers Association proudly manages the operation while the Wisconsin State Fair markets and supports the operation. Approximately 200 employees, commonly known as Team Cream Puff, work 24 hours a day, seven days a week, during the two-week span of the Fair to create, bake, and sell the Original Cream Puffs®, Colossal Chocolate Chip Cookies, and Blue Ribbon Brownies to hungry fairgoers! With an average of 40,000 Cream Puffs sold per day, the Original Cream Puff® has become the signature dessert item at the Fair.

The Wisconsin Bakers Association is an equal opportunity employer.