

West Point Dairy Products LLC  
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## HUMAN RESOURCES & EHS MANAGER

### Full-Time, Permanent

West Point Dairy Products, LLC has been a leading manufacturer of butter and dairy ingredients since 1947 and is looking to add a Human Resources & EHS Manager to our team in Hyrum, Utah. With additional facilities across Wisconsin and Nebraska, West Point Dairy is a key player in the dairy industry dedicated to producing high quality products while maintaining a positive work environment for a driven, talent-filled team of employees.

This position is responsible for the overall administration, coordination and evaluation of the human resource and occupational safety and health function.

### Essential Duties and Responsibilities:

- Follow and comply with applicable good manufacturing, safety, and quality assurance practices.
- Maintain proper documentation and record keeping management.
- Maintain company staff through recruiting, selecting, orientating, and training employees.
- Ensure legal compliance within applicable human resources federal and state requirements.
- Ensure compliance with applicable local, state, and federal employee safety requirements. (e.g. OSHA, NFPA, etc.)
- Administration of employee benefits plan.
- Facility accident and injury record keeping, workers compensation and case management.
- Administration and monitoring of staff performance results. (e.g. Attendance, Job performance, Appraisals, Discipline)
- Identify and evaluate hazardous conditions in the facility, conduct and coordinate facility inspections to audit safe work conditions and practices.
- Identify human resource and safety program deficiencies and request corporate needs.
- Training and development of facility staff in regards to human resources and safety related topics.

### Knowledge, Skills, and Abilities:

- Exceptional attention to detail and strong organizational skills.
- Possess a high level of technical expertise in the areas of occupational safety and human resources and the ability to adapt effectively within a continually changing and demanding environment.
- Ability to identify staffing needs through the understanding of products manufactured and processes involved.
- Must be able to demonstrate an ability and willingness to communicate effectively in order to maintain continuous improvement and high levels of safety, quality, and efficiency.
- Ability to read and comprehend regulatory documents in order to maintain corporate, local, state, and federal compliance.
- Computer skills with intermediate abilities in office programs (Excel, Word, Publisher, etc.)
- Ability to train and effectively communicate with individuals and/or large groups.
- Successful completion of Preventative Controls Qualified Individual (PCQI) Training.

### Education and Experience:

- High School Diploma or General Education Degree (GED).
- BS degree in related field preferred.
- Combination of education and experience may be considered.