



Human Resources Manager

Role: Responsible for full HR life cycle of all roles at La Soupe; benefits administration and evaluation; HRIS usage, training, evaluation of needs; maintenance of all employee records, compliance with federal and state HR-centric filing and recordkeeping obligations; day-to-day HR consulting with and for our staff - you ARE the La Soupe HR department!

Reports to: CFO

Payroll type: Salary (exempt)

Days/hours work: Available Monday - Friday (8:00-4:00 PM), or as job duties/needs dictate

Desired timing of hire: October/November 2026

Job Posting date: Week of September 21, 2026

Location: La Soupe, 915 E McMillan St, Cincinnati OH 45206

About La Soupe: La Soupe is Ohio's largest chef-led not-for-profit organization dedicated to bridging the gap between food waste and food insecurity. We rescue surplus food and transform it into healthy meals using a unique chef-based model for the Greater Cincinnati and Northern Kentucky community. By combining immediate relief with long-term nutritional education, we're creating a more sustainable, food-secure future.

Job Responsibilities:

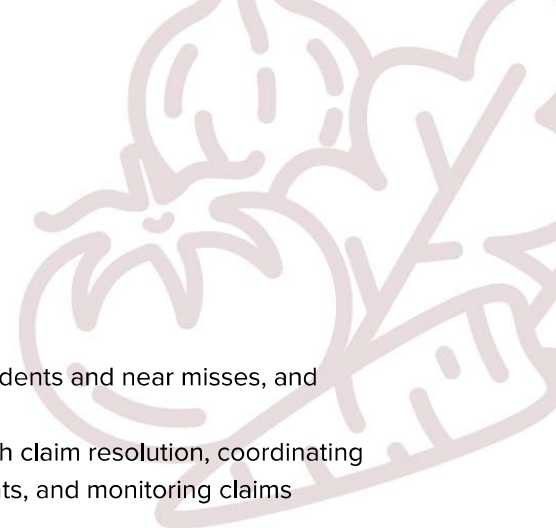
- Owns the full employee lifecycle for every role at La Soupe, including recruiting and sourcing, interviewing and selection, offers, onboarding, internal transfers and promotions, and offboarding. Maintains accurate, complete employee records at every stage.
- Responsible for HRIS and related software, must be an expert and able to train other staff as needed. Highly experienced with Paylocity is a requirement
- Serves as a trusted first point of contact for employee concerns and grievances, handling them promptly, fairly, and confidentially through resolution.
- Partners with managers on performance and disciplinary matters, coaching them through difficult conversations and ensuring decisions are consistent, documented, and compliant with policy and employment law.
- Collaborate with managers, directors and executive leadership for staffing strategy, implementation and analysis
- Manages the annual review process to ensure it takes place on time and is accurate and objective
- Designs and manages the annual compensation plan in tandem with parameters set by executive leadership, including budget capacity and short-term/long-term market comparables
- Oversees benefits administration, evaluates all vendors/partners, responsible for recommending appropriate changes
- Stays current on HR related laws and regulations, trends and market changes
- Maintains all employee policies, procedures and standards, inclusive of employee handbook

La Soupe

915 E. McMillan St. Cincinnati, OH 45206

Mailing Address PO Box 6099 Cincinnati, OH 45206

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- Maintains OSHA recordkeeping and required postings, tracking incidents and near misses, and supporting safety training for staff.
- Administers workers' compensation from first report of injury through claim resolution, coordinating with the carrier, managing return-to-work and light-duty arrangements, and monitoring claims trends for prevention opportunities.
- Administers all employee leave and accommodation requests, including parental leave, medical and personal leave, and ADA accommodations, handling each confidentially, consistently, and in step with applicable law.
- Supports Volunteer Engagement on volunteer policy and practice, advising on the distinction between volunteer and employee roles, onboarding and conduct standards, and background check and screening protocols. This role supports volunteer policy; it does not manage the volunteer program.
- Owns employment eligibility and classification compliance, including I-9 completion, storage, and reverification, exempt and non-exempt classification, and independent contractor versus employee determinations.
- Recommends and coordinates employee training activities, aligning leadership standards and supporting management and bringing employee development resources to employees.
- Backup for biweekly payroll processing
- La Soupe Ambassador: Attends events, professional appearance, Informed about La Soupe's mission, operations, and projects
- Other duties as assigned

Skills and Education:

- Bachelor degree in HR, Business, or related field is required. Advanced degree in HR management or an MBA with an HR concentration is desirable but not required
- Current SHRM-SCP certification is highly desirable
- Recent experience (5-7 years minimum) as an HR generalist is expected
- Experience working successfully in a solo HR department capacity is highly desirable
- Confidence and ability to advise senior leadership on all topics HR related, and to be a trusted partner for employees with pay, benefits and related questions, is required
- Ideal characteristics:
 - Self motivator, sees big picture, can recognize priorities of tasks
 - Warm and friendly, highly flexible, takes feedback
 - Creative problem solver
 - Food enthusiast is a plus!
 - Desire to help others is crucial and a requirement of this role
- Is an expert in Paylocity
- Knowledgeable about Ohio, Kentucky and Indiana employment law



Compensation: \$55K - 65K, commensurate with experience and the Cincinnati market.

Benefits: (Full time)

- 12 Paid Holidays + floating holiday, free lunch, free parking, phone stipend
- Medical, dental & vision insurance: 50% employer-paid medical premium; dental and vision employee-paid. Basic life insurance and AD&D premiums paid by La Soupe
- 401(k) plan (no match)
- 5 Paid Sick days accruing annually and 3 weeks annual PTO
- Parental paid leave policy after 1 year employment.
- Opportunity to work with the best crew in the city while helping communities

To Apply: Please send a cover letter and resume to the link in this posting. Applications will be accepted on a rolling basis until the position is filled.

Physical Demands and Work Environment: *The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Office role: Must meet routine physical demands, including climbing stairs, carrying up to 20 pounds, and using office equipment with sufficient dexterity and vision. Reasonable accommodations may be made. The employee is frequently exposed to humid conditions, fumes, airborne particles, and outdoor weather. Noise levels are usually moderate.

Equal opportunity: La Soupe, Inc. values a diverse and inclusive work environment where every team member matters. All qualified applicants for this position will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.