



Your Committed Partner in Excellence!

Position: HR Manager
Company: Chrane Foodservice Solutions, LLC

Position Reports: Janie Evans-Troje, Director of Finance/HR
Job Creation Date: June 2025
Interview Period:
Start Date: As soon as available.

What is a Chraniac?



What's next for Chrane?



Are you the next Chraniac?



Reason for the HR Manager Position:

Currently Chrane has a need for an HR Manager. With our continued growth and desire for complete engagement, compliance, and the highest level of Chrane culture, we are hiring a teammate in our Houston or Dallas office and will support our employees with the requirements listed below.

What You Can Expect from Chrane:

As an integral member of the Chrane family, you can expect from your company:

- Competitive salary, plus an annual bonus based on individual and company performance.
- Business related expenses paid (travel, supplies, meals, technology, auto compensation, customer entertainment, etc.). NOTE: Travel for this position will be limited following the training period.
- 401(k) retirement program with matching company contributions
- Medical insurance
- Paid Time Off Policy: 16 working days per year. After 5 years of employment, PTO increases to 21 working days per year. PTO is available after 30 days of employment.
- Clearly defined expectations and corresponding coaching from Chrane's ownership team
- Continued opportunities for additional growth and responsibilities, based on a track record of proven successes.

An Overview of what Chrane is going to Expect from You:

Embody Chrane's Core Values:

- Relationships Built on a Foundation of Trust & Integrity

CHRANE FOODSERVICE SOLUTIONS, LLC.

9155 STERLING STREET, SUITE 140 IRVING, TX 75063
4100 N SAM HOUSTON PKWY. WEST, SUITE 220 HOUSTON, TX 77086

WWW.CHRANefs.COM





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- Passionately Driven
- Collaborative & Solutions Oriented
- Fun, Authentic & Tribal
- Sensei & Grasshopper

Human Resources responsibilities:

The Human Resource Manager will proactively manage the daily functions of the Human Resource (HR) department including hiring, administering pay, benefits, employee relations, employee engagement, and enforcing company policies and practices.

- Provide an active voice and help Chrane continue to grow; participate in company meetings, conferences, projects, and team activities.
- Provide high level support to the management/leadership team.
- Assist directors in performance management of the team where necessary.
- Complete confidential tasks in a professional manner.
- Serve as the first point of contact for employee inquiries, demonstrating excellent interpersonal skills and a customer-service mindset
- Manage end-to-end onboarding and offboarding processes with a focus on creating positive experiences for new hires and departing employees
- Administer HR programs, including but not limited to health benefits, insurance renewals/policy review, audits, 401(k), and PTO management.
- Keep up with regulatory changes and HR trends to ensure compliance
- Administer payroll processes, ensuring accuracy and compliance with payroll laws (Texas & Oklahoma)
- Maintain confidentiality when managing sensitive employee information
- Provide daily guidance to employees regarding company policies and procedures
- Handle all third-party communications

Requirements & Qualifications:

- 5-7 years of experience within Human Resources, with some of these years in a management or HR Business Partner role
- Experience with HRIS and ability to learn new technology
- Excellent attention to detail, accuracy, and dependability
- Proficient in Microsoft Office, including Outlook, PowerPoint, Excel & Word.
- Excellent written and oral communication skills.
- Ability to travel when needed.
- Willingness to do what needs to be done and get your hands dirty. Sometimes this means physically dirty. We all pitch in to clean the office and test kitchen at times.
- Will professionally and socially engage with customers and industry peers.
- Possess ability to uphold company brand, culture, and core values.

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- Pass all background checks.
- Must live in the Greater Houston or Dallas area and be willing to commute back and forth to our office Daily.
- Ability to work in a fast-paced team environment.

Travel Expectations:

- Some overnight travel will be required, likely not to exceed 3-5 nights per quarter, participating in:
 - Chrane quarterly meetings
 - Trips to Chrane's manufacturer partners' facilities for training and education
 - Trips to our DFW or Houston offices to train with teammates as needed.
- The initial 90-day onboarding may include more frequent travel

What to Expect from the Interview Process:

- Initial Application Process as defined below (Pre-Interview)
- Initial Phone Call Interview with Amy Rosellini (Phase 1)
- Background Check
- In-Person Interview with Amy Rosellini and Janie Evans-Troje (Phase 2)
- Team Interaction and Activity Component - are you culturally the right fit for Chrane? DFW or Houston area (Phase 3)
- Chrane will cover all travel costs associated with the interview process. Applicants must "pass" each Phase prior to being invited to the next Phase.

Applicants, please send the following information to Janie Evans-Troje at amy@RLTimpact.com:

- Resume
- Cover letter
- Three professional references
- Complete the employment application found online at: www.chranefs.com
- Incomplete information sent to Janie Evans-Troje will result in applicants not being considered for employment.

Chrane Foodservice Solutions, LLC is a privately held, equal opportunity employer. Our Core Values provide the foundation from which we cherish all talents, skills and ideals that portray and make the communities we live and work in better.

For more information about Chrane Foodservice Solutions, LLC please contact Janie Evans-Troje (JETroje@chranefs.com) or visit www.chranefs.com.

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