

# FOOD AND NUTRITION PROCEDURES

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## Miami-Dade County Public Schools

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Subject: PERSONNEL TRANSACTIONS FOR FULL-TIME AND PART-TIME  
FOOD SERVICE EMPLOYEES

For Action By: PRINCIPALS, FOOD SERVICE MANAGERS

Refer Questions to: DEPARTMENT OF FOOD AND NUTRITION

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### A. FILLING FULL-TIME POSITIONS

In order to fill a full time position at a school location for a Food Service Manager, Satellite Assistant or Assistant to the Manager, the following shall be followed by the school site Principal, the Food Service Coordinator and Director, Training and Staff Development.

1. The Food Service Coordinator will review the food service operation at the school and determine the appropriate staffing level.
2. If necessary, the Food Service Coordinator will request to change the Position Authorization Code (PAC). This will be submitted to the Director, Training and Staff Development, to adjust classification of the open position.
3. If a new full time position is needed, (i.e., new Satellite Assistant assignment or new Assistant Manager position), the Food Service Coordinator will prepare a request to establish the appropriate PAC.
4. The Food Service Coordinator will notify the site Principal and Director, Training and Staff Development of the position to be advertised.
5. The Director, Training and Staff Development, will submit a "Non-Instructional Personnel Requisition" [FM-0466](#) to Non-Instructional Staffing (Location 9034) and, if applicable, generate an internal notification flyer electronically mailed to all work sites.
6. The Director of Training and Staff Development will receive applications for advertised positions by 4:00 p.m. on the deadline date. Incomplete applications will not be considered. All applications received by the deadline will be reviewed for completeness. Screened packets will be forwarded electronically after the advertised deadline date to the school Principal and Food Service Coordinator.

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### PROCESSING OF EMPLOYEES (continued)

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7. The site Principal will conduct the interviews with the screened candidates. Assistance may be given by the Food Service Coordinator if requested. Upon completion of the interviews, the Principal will notify the Food Service Coordinator and the Director, Training and Staff Development, via email of the candidate selected to fill the position.
8. The Director, Training and Staff Development will verify that the candidate selected has sufficient college course credits to meet the requirements of the position job code, as advertised. If the candidate does not have sufficient credits, the Director, Training and Staff Development will request that the PAC at the school location be changed to reflect the appropriate job code.
9. If the candidate selected is currently employed at another location, the Director, Training and Staff Development will notify the selected candidate's Principal. Sufficient time must be given to the sending location for managerial coverage.

#### **B. FILLING PART-TIME POSITIONS**

In order to fill an open, part-time position at a school location, the Food Service Manager shall follow the subsequent procedures:

1. The Food Service Manager must obtain approval from their Food Service Coordinator for an applicant to begin the hiring process.
2. The Food Service Coordinator will notify their Director of Operations and the Director of Staff Development in writing to initiate the RPA hiring of the applicant. Information required: the applicant's name, social security number, school location number, job position, and contact phone number. **(Principals must submit required information in writing to the Director of Staff Development when hiring Lunchroom Aides.)**
3. The Food Service Manager will send the applicant to Non-Instructional Staffing with a completed "Intent to Hire Form" [FM-5207](#) for processing and entry into the Applicant Tracking System (ATS).

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### PROCESSING OF EMPLOYEES (continued)

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All individuals (**including Lunchroom Aides being hired by Principals**) presenting themselves for processing by the Department of Food and Nutrition are required to present all of the following documentation to Non-Instructional Staffing, Room 140, at the time of processing:

- A completed original "Letter of Intent to Hire" [FM-5207](#) obtained from the school site food service manager wishing to hire the individual
- Three (3) letters of reference; one must be from a current or former employer on company letterhead or stationary
- A government-issued photo ID (U.S. Passport or state driver's license or identification card are acceptable)
- A social security card
- An alien registration card or other employment authorization document, if not a U.S. citizen
- A completed application, obtained in Non-Instructional Staffing, 1500 Biscayne Boulevard, Room 140

After Non-Instructional Staffing has entered the applicant into the ATS, the Department of Food and Nutrition will proceed with the hiring process. The individual will be contacted by the Department of Food and Nutrition and sent to the School Board Building located at 1500 Biscayne Boulevard with a printout from the personnel screen to the Fingerprint Office and Personnel Operations/Network Services to have their fingerprints and I-9 form completed. In addition, the applicant must take:

- \$71.00 money order payable to "School Board Miami-Dade Fingerprinting"  
**No personal checks or credit cards are accepted.**

As a reminder, no one is to be scheduled to report for work at a school food service department until the personnel processing is completed and an individual is hired from the ATS. ***There are no exceptions.*** Failure to comply with the above hiring procedure will result in difficulty in processing payroll for hours the individual has worked without proper employment processing.

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### PROCESSING OF EMPLOYEES (continued)

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#### C. HIRING AN EMPLOYEE FROM A PART-TIME TO A FULL-TIME POSITION:

The following process is to be followed in order to process eligible part-time food service employees to open full-time positions in a timely manner.

1. Upon selection of part-time employee to fill a full-time food service position, the following is to be faxed to Non-Instructional Staffing Officer (NIS), 305-995-7231.

##### As required by Non-Instructional Staffing:

- Name and Social Security number of active part-time non-instructional employee
- Title and Job Code of full-time non instructional vacancy
- Date of job advertisement
- Work Location name and number

##### As required to fill full-time food service positions:

- Letter of "Intent to Hire" signed by the hiring worksite administrator (can be used as the Fax Cover Memo)
- Copy of High School Diploma or G.E.D.
- Proof of completion of Cook, Baker and Cash Register Training
- Copy of current, valid Florida Driver's License

*For Temporary positions only*, include a letter or understanding signed by the employee that he/she understands that the position is temporary.

#### D. OTHER PERSONNEL ACTIONS

Promotions, set-up for overtime, terminations, and most other personnel actions involving current M-DCPS employees are accomplished through the electronic Request for Personnel Action (RPA) system. The Department of Food and Nutrition is responsible for initiating the electronic RPA transfer.

#### E. TRANSFERS DUE TO STAFFING ALLOCATIONS OR ASSIGNMENT CHANGES

To transfer part-time food service personnel due to staffing allocations or assignment changes, the Personnel Transfer Request Form ([Attachment](#)) must be initiated by the sending school Food Service Coordinator, signed by the employee, the sending school Food Service Manager and Principal, and then returned to the Coordinator. The Coordinator will submit all final documentation to the Director, Staff Development for processing.

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### PROCESSING OF EMPLOYEES (continued)

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The following codes are required for the correct entry and completion of an RPA for Food Service Employees:

	Full-Time (Payroll Code A)	Part-Time (Payroll Code B)	Full-Time Probationary (Payroll Code X-new hire)
Fund	6	6	6
Object	5120	5150	5120
Function	7600	7600	7600
Program	5200	5200	5200

**NOTE:** Employees transferring from one work location to another ***shall not be scheduled to report to work*** at the receiving location until the electronic transfer is verified as complete and the employee is confirmed as an **active** employee at the receiving work location. Failure to confirm this action will result in serious consequences with regard to reporting of payroll for hours worked. Also, consideration must be given to the potential of hazard and difficulty in reporting injury of an ineligible employee to worker's compensation.

Other Information: As listed in the [labor contract](#) between the American Federation of State, County and Municipal Employees (AFSCME), Local 1184 and Miami-Dade County Public Schools, the following information is given to assist in proper completion of RPA requests:

POSITION (full-time)	JOB CODE	PAY GRADE	RPA CAT/ SUB CAT
Food Service Manager I	5701	24	0311
Food Service Manager II	5702	27	0312
Food service Manager III	5710	30	0313
Assistant Food Service Manager	5715	19	0316
Satellite Assistant	5728	22	0309
Material A&T Specialist I	6432	20	0611
Leadperson Vehicle Repair	6081	28	0506
Vehicle Service Mechanic	6083	24	0522
Vehicle Service Attendant	6084	19	

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### PROCESSING OF EMPLOYEES (continued)

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POSITION (part-time)	JOB CODE	PAY GRADE	RPA CAT/ SUB CAT
Food Service Worker I	5707	13	0305
Food Service Worker II (cashier)	5723	13	0310
Cook I (not trained)	5703	13	0301
Baker I (not trained)	5704	13	0302
Cook II (trained)	5708	13	0303
Baker II (trained)	5709	13	0304

OTHER POSITIONS (part-time)	JOB CODE	PAY GRADE	RPA CAT/ SUB CAT
Cafeteria Substitute (Work location 9977)	5727	13	0306
Student Food Service Worker (Call Compensation Administration for salary information: 305-995-7237)	8024	***	2601
Lunchroom Aide	5734	13	0307
Lunch Aide Substitute	5735	13	0308

Budget structure for the above positions:

Function	7600
Object	5150
Program	5201

Proper processing of employees is critical in order to ensure that employees are properly compensated. Questions or inquiries regarding the processing or hiring of full or part time employees should be directed to Director, Training and Staff Development, Department of Food and Nutrition, 786-275-0400.