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

PURPOSE

The purpose of this procedure is to provide instructions for filling food service positions, addressing transfers and other personnel actions.

PROCEDURE

Full-Time Positions

A. To fill a full-time position at a school location for food service manager, satellite assistant or assistant to the manager, the steps below shall be followed:

1. Food service supervisor will review the food service operation at the school and determine the appropriate staffing level.

2. If necessary, the food service supervisor will request to change the SAP Position Control List, Job Code. This will be submitted to the Director of Personnel to adjust classification of the open position.

3. If a new full-time position is needed (e.g. new satellite assistant assignment or new assistant manager position), the food service supervisor will prepare a request to establish the appropriate position on the SAP Position Control List.

4. The food service supervisor will notify the site principal and Director of Personnel of the position to be advertised.

5. The school site principal will request the position to be advertised by emailing the Personnel Director.

6. The Personnel Director will generate and send an internal advertisement to all work sites to be posted in the food service area.
B. To apply for a full-time position:

1. All required documents of the application packet, as noted on the internal advertisement, must be submitted by the deadline date.

2. Once complete packets are received, the Director of Personnel screens and reviews to determine if applicants are eligible.

3. Application packets of all eligible applicants are forwarded to principal for further review and interviews.

4. The principal will conduct interviews with the eligible candidates. Assistance may be given by the food service supervisor, if requested. Upon completion of the interviews, the principal will notify the food service supervisor and the Director of Personnel via e-mail of the candidate selected to fill the position.

5. The Director of Personnel 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 of Personnel will request a change to the Position Control Number via the Financial Operations/Budget Department at the school location to reflect the appropriate job code.

6. If the candidate that is selected is currently employed in a full-time position at another location, the Director of Personnel will initiate an Assignment Change (Human Resources SAP Module) to reassign the selected candidate to the new location.

7. Drug testing is required for candidates selected that are moving from a part-time position to a full-time position.

**NOTE**

Sufficient time must be given to the sending location for managerial coverage.
Part-Time Positions

A. To fill a 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 supervisor for an applicant to begin the hiring process.

2. Once a candidate has been interviewed and selected, the food service manager is to provide the candidate with the Part-Time Food Service Substitute Applicant Handout which thoroughly details the hiring process and notes job tasks.

3. The applicant must review, complete and sign the Applicant Information portion of the form in order to initiate the hiring process.

4. The food service manager must complete and sign the School Information portion of the form and then submit to the food service supervisor.

5. The food service supervisor will complete, sign and forward the completed Request to Hire Part-Time Cafeteria Substitute form to the Director of Operations (Attachment A) along with the Staffing Worksheet (Attachment B) which is to be completed electronically.

6. Once the Request to Hire Part-Time Cafeteria Substitute form is approved by the Director of Operations and the Administrative Director, it is submitted to the Director of Personnel to initiate the hiring of the applicant.
B. Upon signed approval of the hiring form, an email will be sent to the manager providing further instructions for the applicant. The food service manager will contact the applicant to gather the required documents and information noted below:

- A reference letter (in English) from previous/current employer on the company letterhead including date (within a 6 month time period), phone number and signature.
- Two personal reference letters (in English) that include date (within a 6 month time period), phone number and signature of person writing the letter
- Social Security Number
- Email address and password; if applicant does not have an email account, assistance will be given to create one.

C. Once all required documents have been gathered, a Food and Nutrition representative will assist the applicant in completing the SAP steps for the online application as noted below:

SAP Steps:

1. Visit [http://jobs.dadeschools.net/Apply.asp](http://jobs.dadeschools.net/Apply.asp)
2. Click Register and Login Here
3. Click Register Here which appears in the box above User Name and Password. This begins the registration process.
4. Click on Personal Settings. Enter all required information.
5. Click on Contact Information.
6. Click on Request Questionnaire. The questionnaire will be sent to the email address that was designated on the Contact Information and must be completed and submitted.
Subject: PERSONNEL TRANSACTIONS FOR FULL-TIME AND PART-TIME FOOD SERVICE EMPLOYEES

7. Click on Candidate Profile to enter work experience, education and qualification information. Attachments require attaching via a scanner, three (3) letters of reference written in English as follows:

- One reference letter must be from a previous/current employer on company letterhead or stationary including the date, phone number, and signature of the supervisor or owner.

- Two personal reference letters that must include the date, phone number and signature of the person writing the letter.

8. Once the profile is completed, go back and click on Employment Opportunities.

9. Click on Careers, and then click Search and Apply for Jobs.

10. Go to Job Level, scroll down to Non-Instructional Support and click on Start Search. Apply directly to posted positions.

11. Once desired position is found, click on the blue box to the left of the Job Classification column.

12. Click on the box at the bottom, Apply/Now.

13. Review the tabs labeled: Work Experience, Education, Qualifications and Attachments; fill out the Non-Instructional Process Template, EEO, and Send Application. Application cannot be submitted if questionnaire is incomplete.
Subject: PERSONNEL TRANSACTIONS FOR FULL-TIME AND PART-TIME FOOD SERVICE EMPLOYEES

D. Upon completion of the online application and verification of references, the applicant will receive an Offer Letter via email. The applicant must reply to the Offer Letter. Once offer is accepted, an email from M-DCPS Non-Instructional Staffing with detailed instructions on how to proceed will be sent. At that time, the applicant must go to M-DCPS Non-Instructional Staff building at 1450 N.E. 2nd Avenue, Miami, FL 33132 and present the following:

a) Government-issued photo ID (U.S. Passport or state driver’s license or identification cards are acceptable)

b) Social security card

c) Alien registration card or other employment authorization document, if not a U.S. citizen

d) $71.00 money order payable to “School Board Miami-Dade Fingerprinting”. No personal checks or credit cards are accepted

E. Once Steps A-D are complete and approved by the Non-Instructional Staffing, the Director of Personnel will send the food service manager a “New Employee” email stating that applicant has been approved to start working.

NOTES

Cafeteria substitutes who work a regular schedule at one location and where student meal participation supports meal per labor hour standards will be converted on a quarterly basis to a part-time general worker position.

No one is to report to work until official notice to begin has been received. 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.
Other Personnel Actions

Promotions, set-up for overtime, terminations and most other personnel actions involving current M-DCPS employees are accomplished through SAP Human Resources. The Department of Food and Nutrition is responsible for initiating transactions through SAP Human Resources.

Transfers Due to Staffing Allocations or Assignment Changes

A. To fill a 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 supervisor to initiate an employee transfer.

2. Once the employee has been interviewed and selected, have the employee review, complete, and sign the Employee Information portion of the Request to Transfer Part-Time Food Service Employee form (Attachment C) in order to initiate the transfer process.

3. The food service manager from the sending school must complete and sign the School Information portion of the form and then forward to the food service manager of the receiving school.

4. The food service manager from the receiving school must complete and sign the School Information portion of the form and then submit to the food service supervisor.

5. The food service supervisor will complete, sign and forward the completed Request to Transfer Part-Time Food Service Employee form to the Director of Operations (Attachment C) along with the Staffing Worksheet (Attachment B) which is to be completed electronically.

6. Once the Request to Transfer Part-Time Food Service Employee form is approved by the Director of Operations, it is submitted to the Director of Personnel to initiate the transfer of the employee.
Subject: PERSONNEL TRANSACTIONS FOR FULL-TIME AND PART-TIME FOOD SERVICE EMPLOYEES

7. Once the transfer has been approved in SAP, the Director of Personnel will send the food service manager an email stating that employee has been approved to start working.

The following codes are required for the correct entry and completion of a position for food service employees:

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

NOTES

Employees transferring from one work location to another shall not be scheduled to report to work at the receiving location until the SAP Human Resources 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.

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 processing assignment requests:
**FOOD AND NUTRITION PROCEDURES**

Miami-Dade County Public Schools

---

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

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

**OTHER POSITIONS (part-time)**

<table>
<thead>
<tr>
<th>JOB CODE</th>
<th>PAY GRADE</th>
<th>RPA CAT/SUB CAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>5727</td>
<td>13</td>
<td>0306</td>
</tr>
</tbody>
</table>

| Cafeteria Substitute  | 5727 | 13 | 0306 |
| (Work location 9977)  |      |    |      |

| Student Food Service Worker | 8024 | *** | 2601 |
| (Call Compensation Administration for salary information: 305-995-7237) |      |    |      |

| Lunchroom Aide | 5734 | 13 | 0307 |
| Lunch Aide Substitute | 5735 | 13 | 0308 |

**Budget Structure for Lunchroom Aide/Lunchroom Aide Substitute:**

Function 76000000

Object 5150

Program 520100

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 of Personnel, Department of Food and Nutrition, 786-275-0400.
Subject: PERSONNEL TRANSACTIONS FOR FULL-TIME AND PART-TIME FOOD SERVICE EMPLOYEES

For Action By: Food Service Administration, Principals, Food Service Managers and Satellite Assistants

Refer Questions to: Department of Food and Nutrition

Reviewed: July 2017