

<https://www.hrdadeschools.net/supportpersonnelstaffing/>

1. Click "Apply Here"/Hacer click "Apply Here"/Klike Sou "Apply Here"

The screenshot shows the 'Support Personnel Staffing' page. On the left sidebar, the 'Apply Here' link is circled in red. The main content area features a large 'JOIN OUR TEAM' heading with a hand-drawn underline, followed by 'Immediate Openings: Bus Drivers and Mechanics' and a 'Follow @MDCPS-JOBS' link. Below this is a 'NOW HIRING SCHOOL BUS DRIVERS' banner and a link to view the hiring flyer. The top navigation bar includes links for Home, About, Compensation, Employment Opportunities, Instructional Certification, Leave & Retirement, Personnel Services & Fingerprinting, Professional Learning, and Additional HR Departments.

2. Click "Register and Login Here"/Hacer click "Register and Login Here"/Klike Sou "Register and Login"

The screenshot shows the 'Support Personnel Staffing' page with the 'Apply Here' link selected in the sidebar. The main content area features a 'SEARCH AND APPLY FOR A POSITION' banner with silhouettes of people, and a 'New Applicants' section with a 'Register and Login Here' link circled in red. Below this is an 'Important Note' and an 'E-mail Requirement' section. The top navigation bar is identical to the previous screenshot.

3. Type "CAFE" in the "Search by Keyword" box, then click "Search Jobs"/

The screenshot shows the careers page for Miami-Dade County Public Schools. At the top, there is a navigation bar with 'Employment Opportunities', 'Applicant Resources', 'View Profile', and 'Employee Login'. Below this is a banner for 'Support Personnel Staffing' with the text 'Miami-Dade County Public Schools is HIRING!'. The search interface includes a 'Search by Keyword' box with 'CAFE' entered, a 'Search by Location' box, and a 'Search Jobs' button. A red circle highlights the 'Search Jobs' button. Below the search boxes, there is a 'Show More Options' link and a 'Clear' button. At the bottom, there is a 'Select how often (in days) to receive an alert: 7' and a 'Create Alert' button. A chat window for 'Chat with our Recruiting Assistant' is visible in the bottom right corner.

4. Click "Cafeteria Sub (Step 6)".

The screenshot shows the search results page for 'cafe'. The search interface is identical to the previous screenshot. Below the search interface, there is a 'Select how often (in days) to receive an alert: 7' and a 'Create Alert' button. The search results are displayed in a table with the following columns: Title, Region, Work Location, and Date. The results are as follows:

Title	Region	Work Location	Date
CAFETERIA SUB (STEP 6)_SUB CAFE WORKERS(1997700)	HUMAN RESOURCES, EVALUATION	Support Personnel - Cafeteria	Feb 14, 2024

The entry is circled in red. Below the table, there are links for 'Terms of Use', 'Contact Us', and 'Cookie Consent Manager'. Social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn are also present. At the bottom, there is a '2022 © Miami-Dade County Public Schools' and a chat window for 'Chat with our Recruiting Assistant'.

5. Now you will be able to see/read the job description, if this fits your needs you can continue to “Apply Now”

The screenshot shows a web browser window with the URL [careers.hrdadeschools.net/job/CAFETERIA-SUB-%28STEP-6%29\\_SUB-CAFE-WORKERS%281997700%29-FL-52005727/1119635800/](https://careers.hrdadeschools.net/job/CAFETERIA-SUB-%28STEP-6%29_SUB-CAFE-WORKERS%281997700%29-FL-52005727/1119635800/). The page header includes the Miami-Dade County Public Schools logo and the text "OFFICE OF HUMAN CAPITAL MANAGEMENT Miami-Dade County Public Schools Education Focused | People Driven". The main content area features a search bar with "Search by Keyword" and "Search by Location" fields, a "Search Jobs" button, and a "Show More Options" link. Below the search bar, there is a "Select how often (in days) to receive an alert:" field set to "7" and a "Create Alert" button. The job listing for "CAFETERIA SUB (STEP 6)\_SUB CAFE WORKERS(1997700)" is displayed, with details including "Req ID: 653", "Posted On: Feb 14, 2024", "Category: Support Personnel", and "Location: FL, US, 52005727". A red circle highlights the "Apply Now" button. The page also includes a "Chat with our Recruiting Assistant" widget in the bottom right corner.

6. If this is your first time applying for a job with MDCPS, or a new application after 02/01/2024 you will need to complete a new application. Click “Not a registered user yet?...Create an account”

The screenshot shows a web browser window with the URL [careers41.sapsf.com/careers?company=miamidadec](https://careers41.sapsf.com/careers?company=miamidadec). The page header includes the Miami-Dade County Public Schools logo and the text "OFFICE OF HUMAN CAPITAL MANAGEMENT Miami-Dade County Public Schools Education Focused | People Driven". The main content area is titled "Career Opportunities: Sign In" and contains a sign-in form. The form has two sections: "Already have an account?" and "Not a registered user yet?". The "Already have an account?" section includes the instruction "Enter your email address and password (both are case sensitive).", a note "\*Indicates a required field.", and two input fields: "Email address:" and "Password:". A "Show" button is next to the password field. A "Sign in" button is located below the password field. The "Not a registered user yet?" section includes the instruction "Create an account to apply for our career opportunities." and a red circle around the "Create an account" link. The page footer includes "Terms of Use | Contact Us | Cookie Consent Manager", social media icons for Facebook, Twitter, Instagram, YouTube, and LinkedIn, and the copyright notice "2022 © Miami-Dade County Public Schools."

## 7. Create an account, follow the next two slides

Career Opportunities: Create an Account

Already a registered user? [Please login](#) Login credentials are case sensitive

\*Indicates a required field.

Email Address:

Retype Email Address:

Choose Password:  Show

- Password must be at least 12 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password:  Show

First Name:

Last Name:

Country/Region Code:

Phone Number:

Country/Region of Residence:

Notification:  Receive new job posting notifications

Terms of Use: [Read and accept the data privacy statement.](#)

## 8. MUST click "Terms of Use"

Career Opportunities: Create an Account

Already a registered user? [Please login](#) Login credentials are case sensitive

\*Indicates a required field.

Email Address:

Retype Email Address:

Choose Password:  Hide

✓ Password accepted

- Password must be at least 12 characters long.
- Password must not be longer than 18 characters.
- Password must contain at least one upper case and one lower case letter.
- Password must contain at least one number or punctuation character.
- Password must not contain space or unicode characters.

Retype Password:  Hide

✓ Password matches

First Name:

Last Name:

Country/Region Code:

Phone Number:

Country/Region of Residence:

Notification:  Receive new job posting notifications

Terms of Use: [Read and accept the data privacy statement.](#)



11. "Profile Information" every box with a "RED \*" MUST be completed.

CAFETERIA SUB (STEP 6)\_SUB CAFE WORKERS(1997700) (653)

Dear Candidate,

Thank you for your interest in a position with Miami-Dade County Public Schools, **YOUR BEST CHOICE**.

We would like to know more about you so that we can connect you with job opportunities. Currently we search for candidates to fill open positions in two ways: 1) by searching your resume and 2) by searching the fields in your candidate profile and application. Please complete your profile, as the more information we have the better we can match you with positions.

You can complete the profile fields and attach your documents in the sections below. If you do not have an attachment ready when submitting your original application, you can come back into your profile and attach documents at any time.

We will contact you if we find a position matching your profile.

Your Miami-Dade County Public Schools Recruiting Team  
<https://www.misdadeschools.net/recruitment>

NOTE: If you need help with your application or interviewing process, contact the Miami Dade Public School ADA department at 1-800-555-4567

Expand all sections Collapse all sections

My Documents

Profile Information

Please complete your personal information.

Title  
No Selection

\* First Name

Middle Name

\* Last Name

\* Email Address

\* Main Contact Phone Number

Street

\* Street Address 1

Street Address 2

\* Country

\* State

\* City

\* Postal Code

\* ZIP

12. "Job Specific Information" every box with a "RED \*" MUST be completed.

CAFETERIA SUB (STEP 6)\_SUB CAFE WORKERS(1997700) (653)

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Thank you for your interest in a position with Miami-Dade County Public Schools, **YOUR BEST CHOICE**.

We would like to know more about you so that we can connect you with job opportunities. Currently we search for candidates to fill open positions in two ways: 1) by searching your resume and 2) by searching the fields in your candidate profile and application. Please complete your profile, as the more information we have the better we can match you with positions.

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NOTE: If you need help with your application or interviewing process, contact the Miami Dade Public School ADA department at 1-800-555-4567

Expand all sections Collapse all sections

My Documents

Profile Information

Job Specific Information

Thank you for your interest in Miami-Dade County Public Schools, an equal opportunity employer. After review of your application for the position for which you applied, you may be contacted for an interview.

APPLICANT INFORMATION

Linked Profile URL

How did you hear about this opening?  
No Selection

APPLICANT INFORMATION

\* Have you ever applied for MDCPS before?  
No Selection

If you are past MDCPS employee, please provide your employee number:

Are you applying to this position as a Rated Employee of MDCPS?  
No Selection

Please detail professional experience that is reasonably related to the position you are applying to.

Answer size should be 600 characters or less.

STATUS QUESTION

May we contact your supervisor?  
No Selection

Supervisor Name

Supervisor Title

### 13. Reference information MUST be completed. Remember to complete every box with a "RED \*"

**STATUS QUESTIONS**

May we contact your Supervisor?  Supervisor Name  Supervisor Title

Supervisor Phone  Supervisor Email

**RESUME / COVER LETTER / TRANSCRIPTS / ADDITIONAL ATTACHMENTS**

Cover Letter and Resume are desired, but optional in order to apply. All attachments are in the Document Attachments section above.

**REFERENCE INFORMATION**

Reference Information 1:

Type of Reference  Contact Name  Contact Number

Contact Email

Reference Information 2:

Type of Reference  Contact Name  Contact Number

Contact Email

**CERTIFIED DECLARATION**

By typing my name in the space provided below, I declare that the information I have provided in this application is true and correct. I understand and agree that if any false information is given by me, or if any requisite information is omitted, it may prevent me from being employed—or if I am already employed and it is later determined or discovered that I provided false or incorrect information or omitted pertinent information on my application, disciplinary action will be taken, up to and including termination of my employment.

\* Typed Signature

**QUALIFICATION QUESTIONS**

1. Have you ever, at any time (as a juvenile or an adult): been arrested or convicted of an offense other than a minor traffic violation; been found guilty of a criminal offense; been confirmed as a child abuser by any agency; OR been enrolled in a pretrial diversion/intervention or any court supervised program? \*Please be advised that your response to this question includes the requirement to list participation in any Court ordered, approved or authorized program, or participation in any other alternative program for violation of any law, including but not limited to Teen or Drug Court or juvenile program, even if this participation and completion of the program results in a nolle prosequi or dismissal of the charge.

**CERTIFIED DECLARATION**

By typing my name in the space provided below, I declare that the information I have provided in this application is true and correct. I understand and agree that if any false information is given by me, or if any requisite information is omitted, it may prevent me from being employed—or if I am already employed and it is later determined or discovered that I provided false or incorrect information or omitted pertinent information on my application, disciplinary action will be taken, up to and including termination of my employment.

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Answer size should be 4000 characters or less.

2. Have you ever, at any time (as a juvenile or an adult): entered a nolle contendere or a nolle contest plea, had a criminal record sealed or expunged, had adjudication withheld in a criminal offense; OR pled guilty to a criminal act/charge?

3. Have you ever, at any time (as a juvenile or an adult): entered a nolle contendere or a nolle contest plea, had a criminal record sealed or expunged, had adjudication withheld in a criminal offense; OR pled guilty to a criminal act/charge?

4. If you answered "Yes" to any part of the question above, please provide the following information for each arrest and conviction: Nature of Charge, Disposition/Outcome, City, State, Date (mm/yyyy). This MUST disclose this information, EVEN if you have been told differently by a lawyer, judge, or other third party or law enforcement individual. Pursuant to Florida Statute 349.09 Criminal History Record Expiration or Sealing, persons to be employed in a position having direct contact with children must answer these questions. To omit a response or to be untruthful in your response, regardless of any previous information received from your attorney or the Court will be considered a misrepresentation of your application and will result in the denial or termination of your employment.

Answer size should be 4000 characters or less.

5. Have you ever, at any time, (as a juvenile or an adult): been imprisoned or jailed; been placed on probation; failed to appear in court; forfeited bond in a criminal proceeding; OR are there any criminal charges currently pending against you other than a noncriminal traffic violation? (DUI and DWI convictions are not minor and

5. Have you ever, at any time, (as a juvenile or an adult) been imprisoned or jailed; been placed on probation; failed to appear in court; forfeited bond in a criminal proceeding; or been convicted of any criminal charges currently pending against you other than a noncriminal traffic violation? (DUI and DWI convictions are not minor and be reported.)

+

No Selection

6. If you answered "yes" to any part of the question above, please provide the following information for each arrest and conviction: Nature of Charge, Disposition/Outcome, City, State, Date (m/yy). You MUST disclose this information, EVEN if you have been told differently by a lawyer, judge, or other third party or law enforcement individual. Pursuant to Florida Statute 943.079 Criminal History Record Exemption or Sealing, persons to be employed in a position having direct contact with children must answer these questions. To print a response or to be verified to your response, regardless of any previous information received from your attorney or the Court will be considered a misrepresentation of your application and will result in the denial or termination of your employment.

Answer size should be 4000 characters or less.

7. Are you 18 years of age or older?

+

No Selection

8. Are you authorized to work in the United States?

+

No Selection

9. Have you ever retired from the Florida Retirement System (FRS)?

+

No Selection

10. Have you ever been a member of the Florida Retirement System (FRS) Investment Plan and taken a distribution?

+

No Selection

11. Have you ever had a teaching certificate or license revoked, suspended, sanctioned, or denied by any state, OR is there an action pending against your certificate, license, or application for certification or determination of academic ineligibility (is not considered a denial of certificate)?

+

No Selection

12. Have you ever been disciplined, the subject of an investigation, reprimanded, suspended, non-reappointed for performance reasons, terminated, requested to resign through mutual agreement, or resigned in lieu of termination from any employer/organization, including the military?

+

No Selection

13. Have you ever been disciplined, the subject of an investigation, reprimanded, suspended, non-reappointed for performance reasons, terminated, requested to resign through mutual agreement, or resigned in lieu of termination from any employer/organization, including the military?

+

No Selection

13. Are you an officer, owner, or partner in a current vendor of the School Board of Miami-Dade County?

+

No Selection

14. Do you presently provide the direct supervision of an employee by a relative. Are you related by blood or marriage to any person now employed by Miami-Dade County Public Schools (MDCPS)?

+

No Selection

15. If you answered "yes" to the question above, write the name of relative (s), relationship, and work location (attach a list as necessary). (Provide Relative's Name, Relationship, and work location).

Answer size should be 4000 characters or less.

16. Are you confirming that you have answered truthfully to the previous questions?

+

No Selection

**APPLICANT SELF-IDENTIFICATION**

Date of Birth and Social Security Number are required in order to apply.

\* Date of Birth

MM/DD/YYYY

\* Gender

No Selection

**EEOC Ethnicity Identification Categories**

Hispanic or Latino: A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race

career41.sapfd.com/portalcareer?...  
 Miami Dade County... Food and Nutrition... Google... Meak\_Per\_Labor\_H... Eval Listing... Contracts and Add... Home - Support Per...

Ethnicity: No Selection  
 \*Black or African American: No Selection  
 American Indian/Alaskan Native: No Selection  
 \*Native Hawaiian or other Pacific Islander: No Selection  
 Asian: No Selection  
 \*White: No Selection

**Information to Self Identify**

5. This employer may have Government contracts subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA), which requires Government contractors to take affirmative action to employ and advance in employment: (i) disabled veterans; (ii) recently separated veterans; (iii) active duty wartime or campaign badge veterans; and (iv) Armed Forces service medal veterans. These classifications are defined as follows:

A "disabled veteran" is one of the following: a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or a person who was discharged or released from active duty because of a service-connected disability.

A "recently separated veteran" means any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

An "active duty wartime or campaign badge veteran" means a veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

An "Armed Forces service medal veteran" means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12965.

Protected veterans may have additional rights under (VEVRAA) the Uniformed Services Employment and Reemployment Rights Act, in particular: (i) if you were absent from employment to render to the uniformed service, you may be entitled to be reinstated by your employer in the position you would have attained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-800-458-6242.

2. If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of our outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

3. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

4. The information you submit will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and granting necessary accommodations; (ii) the date and safety protocols may be informed when and to the extent appropriate; if you have a condition that might require emergency treatment; and (iii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

5. We maintain an affirmative action program which outlines equal opportunity and affirmative action activities for protected veterans, including recruitment and benchmark monitoring practices.

Veteran Status: No Selection  
 Are you claiming veterans preference?: No Selection

NOTE: If you are claiming veterans preference [CLICK HERE](#) to download this form, fill it out and upload it above in the attachments section.

**VOLUNTARY SELF-IDENTIFICATION OF DISABILITY**

Click [HERE](#) to review the government Voluntary Self-Identification of Disability Form CC-305.

Click [HERE](#) to review Miami Dade Public School Disabilities Information

Are you an individual with a disability?  
 No Selection

NOTE: If you need help with your application or interviewing process, contact the Miami Dade Public School ADA department at 1-800-555-4567

[View Profile](#) [Save](#) [Apply](#)

14. Here you will click "Apply" to submit your application.

career41.sapfd.com/portalcareer?...  
 Miami Dade County... Food and Nutrition... Google... Meak\_Per\_Labor\_H... Eval Listing... Contracts and Add... Home - Support Per...

Disabled veterans, and regarding necessary accommodations: (i) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that might require emergency treatment; and (ii) Government officials engaged in enforcing laws administered by the Office of Federal Contract Compliance Programs, or enforcing the Americans with Disabilities Act, may be informed.

5. We maintain an affirmative action program which outlines equal opportunity and affirmative action activities for protected veterans, including recruitment and benchmark monitoring practices.

Veteran Status: No Selection  
 Are you claiming veterans preference?: No Selection

NOTE: If you are claiming veterans preference [CLICK HERE](#) to download this form, fill it out and upload it above in the attachments section.

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Are you an individual with a disability?  
 No Selection

NOTE: If you need help with your application or interviewing process, contact the Miami Dade Public School ADA department at 1-800-555-4567

[View Profile](#) [Save](#) [Apply](#)

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### CAFETERIA SUB (STEP 6)\_SUB CAFE WORKERS(1997700) (653)

Dear Candidate,  
Thank you for your interest in a position with Miami-Dade County Public Schools. **YOUR BEST CHOICE.**  
We would like to know more about you so that we can connect you with job opportunities. Currently we search for candidates to fill open positions in two ways: 1) by searching your resume and 2) by searching the fields in your candidate profile and application. Please complete your profile, as the more information we have the better we can match you with positions.  
You can complete the profile fields and attach your documents in the sections below. If you do not have an attachment ready when submitting your original application, you can come back into your profile and attach documents at any time.  
We will contact you if we find a position matching your profile.  
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<https://www.hsdadeschools.net/recruitment>

**NOTE: if you need help with your application or interviewing process, contact the Miami Dade Public School ADA department at 1-800-555-4567**

Expand all sections Collapse all sections

- My Documents
- Profile Information
- Job-Specific Information

View Profile Save **Apply**

