



Revised June 2024



REQUEST TO HIRE PART-TIME CAFETERIA SUBSTITUTE APPLICANT HANDOUT

Thank you for your interest in employment with the Department of Food and Nutrition with Miami-Dade County Public Schools (M-DCPS). As part of the hiring process, applicants must provide their Social Security Number, complete a questionnaire that requires disclosure of any criminal history and be fingerprinted. Listed below are job tasks and an overview of the Hiring Process for the Cafeteria Substitute position:

Job Tasks:

1. Preparation of school meals
2. Operating food service equipment such as serving line, oven, slicer, food chopper, mixer, and steamer
3. Assists with inspection, inventory, receiving and delivery of food and supplies
4. Serves meals to students and assists all food service employees
5. Cleans kitchen, equipment, and facilities
6. Willing to be trained and to perform all other duties pertinent to the food service operation

Job Requirements:

- Physical activities include, but are not limited to, bending, reaching, standing, lifting (30 pound minimum without assistance) and walking.
- Must have the ability to read, write, and understand written instructions.

Hiring Process Instructions:

1. The *Request to Hire Part-time Cafeteria Substitute* form, along with two required references typed on the Request to Hire Part-Time Cafeteria Substitute form, is sent to the Food and Nutrition Supervisor for further processing.
Criteria for the 2 references:
 - ✓ **PERSONAL REFERENCE, (Name, phone number and email)**
 - ✓ **PROFESSIONAL REFERENCE (Name, phone number and email)**
2. Upon signed final approval of the *Request to Hire Part-Time Cafeteria Substitute* form by the Food and Nutrition Officer, Ms. Angie Kasselakis, you will be contacted by the Department of Food and Nutrition. Applicant is to create a profile and submit online application for the **Cafeteria Sub (Step 6)** position.
 - Instructions on how to submit an online application can be found at hrdadeschools.net/supportpersonnelstaffing/ and click on *How to Apply*.
 - To register and access the application portal to begin application process, go to hrdadeschools.net/supportpersonnelstaffing/ and click *Apply Here*.
3. After completing the online application and verification of references, you will receive an email from system@successfactors.com with the **Job Offer**. This must be accepted online within two days of receiving the email. Immediately after accepting the Job Offer, you will receive an email from system@successfactors.com with detailed instructions for further processing (Fingerprinting and direct deposit information).
4. Once Step 3 has been completed and Fingerprints have been cleared, then you will receive 2 additional emails from system@successfactors.com to complete your Onboarding process information (I-9, W-4, FRS); and 3 more emails electronically sign all 3 forms (Miami-Dade County Public Schools Via DocuSign).
5. Once you have completed all the steps of the hiring process **AND** have been cleared for employment, you will be contacted to attend the **New Employee Orientation** conducted by the Department of Food and Nutrition. All employees **MUST** attend the Department of Food and Nutrition's New Employee Orientation **BEFORE** working in the school cafeteria. **There are no exceptions.**



REQUEST TO HIRE PART-TIME CAFETERIA SUBSTITUTE (Job Code #5727)

APPLICANT INFORMATION: (to be completed by applicant)

Full Legal Name (First Name) (Last name)

Contact Phone Number Employee # (if applicable)

Applicant Acknowledgement: You are being offered an assignment for a part-time food service substitute position. This position does not guarantee permanent status, permanent employment, or employment at a specific location with the Department of Food and Nutrition. You have received the APPLICANT HANDOUT outlining the hiring process and job responsibilities. Your signature below confirms your agreement and acceptance with the conditions of this position.

Applicant's Signature Date Manager's Signature Date

Reference 1 (Professional):
Full Name: _____
Phone #: _____
Email: _____

Reference 2 (Personal):
Full Name: _____
Phone #: _____
Email: _____

SCHOOL INFORMATION: (to be completed by manager)

Location # Location Name Cafeteria Phone Number

Note: No one is to be scheduled to report for work until written notice from the Department of Food and Nutrition has been received verifying the hiring process is complete and the applicant is hired. There are no exceptions. Employees cannot be paid for hours worked prior to their official date of hire.

Requesting Manager's Name (print clearly)

Principal has been informed of intent to hire applicant.

To be completed by Supervisor:

Current/Most Complete Week:

Labor Hour Standard	MPLH	Meal Equivalents
Current # of Hours Scheduled	Surplus # of Hours Available	
Justification for part-time food service substitute assignment: _____		

<i>Supervisor must attach staffing worksheet and supporting documentation for MPLH/participation.</i>		

OFFICE USE ONLY:
 Applicant contacted: _____
 Employee Profile Completed: _____
 Offer Letter Sent: _____
 New Employee Orientation: _____
HIRING STATUS:
 VER ELIG _____
 FP _____
 Employee # _____

APPROVALS

Supervisor _____ Date _____
 Approved Denied

District Supervisor _____ Date _____
 Approved Denied

HR Staffing Supervisor _____ Date _____
 Approved Denied

Director of Operations _____ Date _____
 Approved Denied

Food and Nutrition Officer _____ Date _____
 Approved Denied