

**FOOD AND NUTRITION  
PROCEDURES**  
Miami-Dade County Public Schools



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

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**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.

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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. For food service managers positions only: the Director of Personnel will verify that the candidate selected has sufficient approved 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.

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## 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. Candidate must bring the following required letters to the interview:
    - 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.

Or

A completed Office of Non-Instructional Reference Evaluation form (see attached).

    - One personal reference letter (in English) that includes date (within a 6-month time period), phone number and signature of person writing the letter.
  3. The candidate must review, complete, and sign the Applicant Information portion of the form and provide the reference letters 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](#) and required letters to the Director of Operations, along with the [Staffing Worksheet](#) 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 Food and Nutrition Officer, it is submitted to the Director of Personnel to initiate the hiring of the applicant.

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B. Upon signed approval of the hiring form, candidate will be contacted by a Food and Nutrition representative to schedule an appointment to assist in completing the M-DCPS Candidate Profile. The following is needed for the completion of the profile:

- Social Security Number
- Email address and password; if applicant does not have an email account, assistance will be given to create one.

C. During the appointment, assistance will be provided by a Food and Nutrition representative in completing the SAP steps for the online application as noted below:

SAP Steps:

1. Visit <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.

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7. Click on **Candidate Profile** to enter work experience, education and qualification information. Both letters of reference must be attached electronically.
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 **Apply/Now** at the bottom.
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.**

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- D. Upon completion of the online application and verification of references, the applicant will receive an email from M-DCPS Non-Instructional Staffing with detailed instructions on how to proceed. At that time, the applicant must go to M-DCPS Non-Instructional Staff building at 1450 N.E. 2<sup>nd</sup> 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 are accepted
  - e) Direct deposit authorization document, voided check, deposit slip from their financial institution or open a new account with the South Florida Educational Credit Federal Credit Union.
- E. Once all steps of the hiring process are complete and have been approved by the Non-Instructional Staffing, the Director of Personnel will send the food service manager a notification that employee has been scheduled for the New Employee Orientation at the Department of Food and Nutrition.

**Employees must attend New Employee Orientation prior to working in a school cafeteria. No one is to report to work until official notice to begin work 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**

**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.

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## 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](#) 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 [Request to Transfer Part-Time Food Service Employee](#) form to the Director of Operations along with the [Staffing Worksheet](#) 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.
  7. Once the transfer of a food service worker has been approved in SAP, the Director of Personnel will send the food service manager an email stating that employee has

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been approved to start working. Transfers other than food service workers must attend New Employee Orientation.

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

	<b>Full-Time Pay Code – Full-Time</b>	<b>Part-Time Pay Code - Hourly</b>	<b>Full-Time Probationary Pay Code - Probationary</b>
Fund	6	6	6
Object	5120	5150	5120
Function	76000000	76000000	76000000
Program	520000	520000	520000

**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:

<b>POSITION (full-time)</b>	<b>JOB CODE</b>	<b>PAY GRADE</b>	<b>RPA CAT/ SUB CAT</b>
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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<b>POSITION (part-time)</b>	<b>JOB CODE</b>	<b>PAY GRADE</b>	<b>RPA CAT/ SUB CAT</b>
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

<b>OTHER POSITIONS (part-time)</b>	<b>JOB CODE</b>	<b>PAY GRADE</b>	<b>RPA CAT/ SUB CAT</b>
Cafeteria Substitute (Work location 9977)	5727	13	0306
Student Food Service Worker *** (Call Compensation Administration for pay grade and salary information: 305-995-7040)	8024	***	2601
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.

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

*Refer Questions to: Department of Food and Nutrition*

*Revised: July 2005 (8<sup>th</sup>), July 2006, July 2007, August 2009, October 2012, July 2014, March 2015, October 2018, August 2019*  
*Reviewed: July 23*