

**Procedures  
Handbook**

**Human Resources**

Descriptor Term:

**Hiring Food Service Employees**

Descriptor Code:

**GBD**

Issued:

**6/97**

Rescinds:

Issued:

**Revised  
8/01**

1. All food service employees begin employment as a substitute unless they have been directly transferred from another department. To begin as a substitute, an applicant must fill out a non-certified application and turn it into the Human Resources Department for processing. The Human Resources Department will verify the information on the application, including but not limited to completing a security check.
2. Once an application has been cleared by the Human Resources Department, it will be forwarded to the Food Service Department. The Food Service Department will set up interviews with the applicants. After an applicant has been cleared by the Food Services Department, the applicant will complete a W-4 form, tuberculin (TB) test, and an I-9 Form (employment eligibility verification form). A driver's license or birth certificate or passport and social security card are required to complete this form. The employment papers will be forwarded to the Human Resources office.
3. After the appropriate paperwork is filled out the Food Service Department will send the individual out to a school as a substitute. A substitute may be assigned to work for an individual who is out due to illness, vacation, leave, or that has resigned or retired from the system. If there is a problem with a substitute, please call the Food Service Department at 594-3623.
4. After a position has been advertised, the Human Resources Office will send a list of names that have applied for the open position. Please give an interview to everyone on the list. Fill out the "Applicants Interviewed" sheet, HR-119 form. This form needs to be filled out even if none of the applicants are chosen for the open position. If no one is selected, state "none" where it asks for applicant recommended for position.
5. Human Resources will notify Food Service when an individual has been recommended for a regular position. Food Service will contact the individual to fill out paperwork. The individual will have to complete the following forms:
  - Medical and Dental Insurance Applications
  - Retirement Forms
  - Life Insurance Forms
  - Medical/Physical Form (to be completed and returned within 30 days)
  - Fingerprint and Criminal History Verification Record
6. Applicant is responsible for the cost of the medical exam, TB test, fingerprint and criminal history verification.
7. All new employees are required to attend employee orientation.