

To join the Charlotte County Public Schools' *Champ's Café* Food & Nutrition Services Team:

1. Go "online" and complete a Charlotte County Public Schools job application via the internet: <http://www.yourcharlotteschools.net> On the home page, scroll down to **Employment Opportunities** under **Quick Links**. Submit the application upon completion. (You are welcome to use a computer in the reception area of the Human Resources office.) Be sure to write down your **user name and password** for future reference! Check that your work history has no gaps, that is, explain what you were doing for all months and years.
2. **Obtain 3 references** (this is critical, as you cannot be hired without these completed references on file); at least 2 of the 3 should be work-related. References can be delivered or mailed to: **Human Resources Dept., Charlotte County Public Schools, 1445 Education Way, Port Charlotte, FL 33948**. To speed the process, references may be faxed to 941-255-7569.
3. **Also, submit your high school diploma or G.E.D.** to the Human Resources Dept. They can make a copy.
4. **Check for job employment opportunities** within the food & nutrition services department each week by:
 - a. calling the Hot Line: 941-255-7581
(TDD: 255-7576 for the Hearing Impaired)
 - b. checking the web site: <http://jobs.ccps.k12.fl.us/jobpost/>
click on **Educational Support**, and then click on **Food Service** or **Substitute**
5. **To place your name** on the interview list for the job or jobs in which you are interested, go online and submit via the internet using the **user name and password** you set for yourself when you completed the application: <http://jobs.ccps.k12.fl.us/jobpost/> then click on **Human Resources**, and click on **Employment Opportunities**, Select **Educational Support**, and then click on **Food Service** or **Substitute** to submit your name for the position(s) for which you would like to be interviewed. (for further information, click on **Instructions for Applying Online**)
6. Your application and 3 references **must be on file** by Thursday at noon for a job employment opportunity posted that week. Job employment opportunities usually "close" on Fridays at noon.
7. The Food Service office will obtain a **list of interested qualified candidates** after the noon job closing on Friday. The Director of Food Service will check personnel files online to verify everything is in order and the candidate meets the job qualifications. If your file is incomplete (missing a reference, etc.), your name will not appear on the job candidate list. You are responsible for a complete file--contact Human Resources for help.
8. **If your file is complete and you qualify for the position, you will be scheduled for an interview.** Interviews are usually held at the Champ's Café central office in Punta Gorda, 1016 Education Avenue. This office is on the corner of Carmalita Street and Education, across from Punta Gorda Middle School.

9. If offered a position within the food service department, await a call from Human Resources for an appointment to be “processed”. **Plan to pay** for your drug-testing and fingerprinting at this time. Cost is approximately **\$89.25** (\$32.00 drug testing fee: cash or check payable to CCPS; \$57.25 fingerprinting fee: pay online with debit or credit card: www.flprints.com). The Human Resources (Personnel) Department is located at the School Board Office in Murdock. This office is next to Charlotte Tech Center and behind the Town Center Mall. **The Human Resources office operating hours are: 7:30 a.m. to 4:00 p.m. Monday through Friday, phone 941-255-0808, ext. 3002.**
10. **Arrange for a convenient time** (the afternoon following your morning processing appointment is ideal) to be fitted with **uniforms** and to **view the orientation video** (1 hour 30 minutes) at the Punta Gorda Center. You will be paid for your orientation time viewing the video.
11. If hired full-time, ask for your manager’s name and the **time to report** on your first day of work, or, if substituting, ask for the time, date and location to report for work.
12. Feel free to call the Champ’s Café Food Service Department at **575-5400** with any questions along the way. Thank you for your interest in joining our team!

Terri Whitacre, Director
April, 2011