

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: yourcharlotteschools.net On the home page, scroll down to **Employment Opportunities** under **Quick Links**. Submit the application upon completion. Be sure to write down your **user name and password** for future reference!

Check that your work history for the last ten (10) years has no gaps, that is, explain what you were doing for all months and years, including time periods you were a stay-at-home-parent, looking for work or on unemployment. *For assistance with your online application, please call Human Resources at 941-255-0808 ext. 3002, Monday through Friday, 7:30 a.m. – 4:00 p.m.*

2. **Check for job employment opportunities** as a substitute 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:
yourcharlotteschools.net
click on **Employment Opportunities**,
then click on **Open Substitute Positions**

- 3 **Obtain 3 references** (this is critical, as you cannot be hired without these completed references on file); all 3 references should be work-related. In your application provide a correct email address for your references. A reference form will be sent electronically for you. Or you can scan a letter of reference into your application, you may also deliver/fax your written references to:

**Human Resources Dept., Charlotte County Public Schools,
1445 Education Way, Port Charlotte, FL 33948.
Fax # 941-255-7569.**

You may scan a **letter of reference** from a current or past employer. Your file is considered **incomplete** until at least 3 references are returned to Human Resources. References may not be older than 2 years. **YOU** are responsible for a complete file—*please contact Human Resources to ask if your file is complete: 941-255-0808 ext. 3002*

Also, submit your high school diploma or G.E.D. by scanning a copy into your on-line application. The Human Resources Dept. can make a copy for you or you may fax it to 941-255-7569

- 4 The Champ's Cafe office will obtain a **list of interested qualified applicants** (those who have complete applications). The Director of Food & Nutrition Services 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.), you will not be contacted for an interview.

- 5 **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 at 1016 Education Avenue, Punta Gorda, 33950, Phone 941-575-5400, ext. 105.

Directions to the Champ's Café School Food & Nutrition Services Office:

Travel south on US Rt. 41 across the bridge into Punta Gorda. Stay in the far left lane and take that one lane when it splits off from Rt. 41. You will cross US Rt 41 north at the stop sign. Stay on this road, Carmalita Street, and go through the Cooper Street intersection where there is a traffic light. Continue on Carmalita until you reach Education Avenue (past the parking lots for the Theater and past Punta Gorda Middle School—both are on the right). The Champ's Café central office is on the corner of Education and Carmalita, just across from the front of Punta Gorda Middle School.

- 6 **If offered a substitute position within the Food & Nutrition Services 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 with debit or credit card: at Human Resource Dept. 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.****
- 7 **Once you have completed "processing", call 941-575-5400 ext. 105 to 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** (please allow 1 hour 45 minutes) at the Punta Gorda Center. You will be paid for your orientation time viewing the video.

Feel free to call the Champ's Café Food Service Department at **941-575-5400 ext. 105** with any questions along the way.

Thank you for your interest in joining our team!

Terri Whitacre, Director