

# How 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: [www.yourcharlotteschools.net](http://www.yourcharlotteschools.net) On the home page, scroll over to **Community Link**, then select **Employment Opportunities on the far left**. Please notice listed on the right hand side are the current open positions. Click on **"Open Substitute Positions"** You can then view the information, then click **Prospective Employees** this is where you will begin to process your online application - click on Prospective Employee click here. If you have not applied for any CCPS positions **you will need to create a user name and password**. Please make sure your application is complete, an incomplete applications cannot be considered for employment. Submit the application upon completion. **We here at Champ's Café hire everyone as Substitute Food Service Assistants first.**

The screenshot shows the website <http://yourcharlotteschools.net/departments/HR.cfm#Employment>. The page title is "Human Resources" and the main heading is "Employment Opportunities". Below the heading, it says "To view current available job postings and/or apply, please choose:". There are two main buttons: "Prospective Employees Click Here" (with a black arrow pointing to it) and "Current Employees Click Here". To the right of these buttons is a list of available positions:

- Open Administrative Positions
- Open Coaching Positions Available
- Open Instructional Positions Available
- Open Support Positions Available (Non-Instructional)
- Open Substitute Positions Available
- Open Internal Positions Available (Open to Current CCPS Employees Only)

Below the buttons is a "Statement of Non-Discrimination" section. At the bottom of the page, there is a copyright notice: "© Charlotte County Public Schools 2015. All Rights Reserved. Contact the Webmaster."

You will now begin to create your user login:

**Charlotte County Public Schools**  
**Standard Application**

**User Login**

Username

Password

**LOGIN**

- or -

**CREATE ACCOUNT**

[having trouble logging in?](#)

**Available Jobs**  
click to view current openings

[view open administrative positions](#)

[view open coaching positions](#)

[view open instructional/certified positions](#)

[view open noninstructional/support positions](#)

[view open substitute positions](#)

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Step 1  
**Create an Account**  
You will need to create an account with a username and password when you first begin. Once your account has been created, you may return to apply for a position, update your application, add attachments, or view your application.

Step 2  
**Complete your Application**  
You may exit the program at any time and return to complete the application at your convenience.

Step 3  
**Apply for Open Positions**  
Once you have completed your application, you may apply for any open position. While logged-in click on the Jobs tab and select the jobs for which you would like to apply.

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Here you will create a User name and Password, Be sure to **write down your user name and password** for future reference! DO NOT HIT LOGIN, Please enter Create Account. You will now begin your application answer all the questions that the application asks. (Once you have created the account, anytime afterwards you may update your application by using your username and password and then hit the login button). Please note: You are always considered a prospective employee until you are hired. Thank you

Information you will need: Make sure that your work history for the last ten (10) years has no gaps, if any gaps, please 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 AM – 4:00 PM.*

**2 Obtain 3 references (this is critical, as you cannot be hired without these completed references on file); all 3 references should be work-related, not from friends or relatives.** In your application please provide a correct email address for your references. A reference form will be sent electronically to each email address you provided. Please be sure to let the person know that you are using them as a reference and to please check their email or spam folder, there is a short series of questions they will be asked. **AGAIN – no friends or relatives as references.**

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. *You may be hired to substitute without a high school diploma or G.E.D.; however, you must have a high school diploma or G.E.D. to be hired for a full-time position.*

## **REMEMBER TO NOW HIT SUBMIT!**

**4 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, 941-575-5400, ext. 179.

### 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.

*this document last updated September 2017*

- 5 If offered a substitute position within the Food & Nutrition Services Department, await a call from Human Resources for an appointment to be “processed”. Your drug-testing and fingerprinting will be done at no cost to you. 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.**
  
- 6 **Once you have completed “processing”, call 941-575-5400 ext. 179 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 training video** (please allow 2 hours) at the Punta Gorda Center. You will be paid for your orientation time involved in viewing the video.

Feel free to call the Champ’s Café Food & Nutrition Services Department at **941-575-5400, ext. 179, 7:00 AM to 3:30 PM** with any questions along the way.

**Thank you for your interest in joining our team!**

*Terry Ross, Manager Coordinator  
Joanne Terry, Administrative Assistant II*