

Category:	Procedure:	
Human Resources	Hiring Food Service Employees	
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- 2 1. All food service employees begin employment as a substitute unless they have been directly
- 3 transferred from another department. To begin as a substitute, an applicant must complete a
- 4 classified application on-line from the Knox County Schools web site. The Human Resources
- 5 Department will process the application, including but not limited to completing a security check.
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- 7 2. Once an applicant has been cleared by the Human Resources Department, the Food Service
- 8 Department may set up interviews with the applicants. After an applicant has successfully
- 9 completed all security checks, including but not limited to, a fingerprint and criminal history
- 10 verification record, the applicant will complete "paperwork" to be forwarded to the Human
- 11 Resources Department. Applicant will not begin working until Human Resources has received the
- 12 criminal history results report and has cleared applicant for employment. Applicant is responsible
- 13 for the cost of the fingerprint and criminal history check. Employment papers needed include:
- 14 W-4 form
- 15 I-9 Form (employment eligibility verification form)
- 16 Legible copy of driver's license and social security card
- 17 Authorization Agreement for Automatic Deposit
- 18 Medical/Physical Form (to be completed and returned within 30 days). Applicant is
- 19 responsible for the cost of medical exam.
- 20
- 21 3. After the applicant has been cleared by Human Resources and the appropriate paperwork is
- 22 completed, the Food Service Department will send the individual to a school cafeteria as a
- 23 substitute. A substitute may be assigned to work for an individual who is out due to illness,
- 24 vacation, leave, or that has resigned or retired from the system. If there is a problem with a
- 25 substitute, please call the Food Service Department.
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- 27 4. After a position has been advertised, the Human Resources Office will send a list of applicants
- 28 for the open position. Please give an interview to everyone on the list. Fill out the "Applicants
- 29 Interviewed" sheet, HR-119 form. This form needs to filled out even if none of the applicants are
- 30 chosen for the open position. If no one is selected, state "none" where it asks for applicant
- 31 recommended for position.
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- 33 5. Human Resources will notify Food Service when an individual has accepted a regular position.
- 34 Food Service will contact the individual to fill out paperwork. The individual will be scheduled
- 35 for a Benefits Orientation meeting.
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- 37 6. All new employees are required to attend employee orientation.
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