

Food Services Office

SUBSTITUTE INFORMATION - NEW HIRE SCHOOL YEAR 2017-2018

Rate of Substitute pay - \$10.10/hr.

General Worker - Probationary - 90 working days \$12.73/hr. After meeting the probationary requirements - \$14.25/hr.

Uniform: White blouse or shirt; white or black pants; white sneakers or uniform shoes; hair restraint (visor, hat, hairnet). Food Service will provide the visor or hat and the hairnet is provided by the employee. Hair must be short or pulled back.

Apron: Black (purchase from Food Service office 1 week after being hired)
Cobbler: \$14.00; Butcher Apron: \$10.00.

Payday: Every other week. Pick check up at the Food Service Office between 8:00 a.m. and 3:30 p.m.

Before you begin work you must:

- Submit 2 proofs of identification (see back of I-9 form)
- Be fingerprinted (see Human Resources Department)
- Obtain TB Test (see Human Resources Department)
- Fill out the following forms:
 - Application
 - Federal Withholding Tax Form (W4)
 - CT State Tax Form (CTW-4)
 - Employment Eligibility Verification (Form I-9)
 - Drug/Alcohol-Free Workplace, Sexual Harassment, Computer and Internet Usage Acknowledgement policies
 - Authorization for Release of Information for DCF CPS Search
- Must go to Human Resources Department to get: Employee's Number and your Picture Taken to Obtain ID Badge

Working Hours: Vary from 1.50 hours to 5 hours. Early shifts begin at 6:00 a.m. (optional). Lunch shifts can begin as early as 10:00 a.m. Calls for substitutes are placed between 8:00 a.m. and 8:30 a.m.

Duties: Cashier, wash pots and pans, clean up as you go along, prepare and serve food.

Phone Numbers to know: To call in sick, if previously scheduled, call the **Food Service Office: #783-3490** before 7:30 a.m. and leave a message including your name and school assignment.

Check schools or Food Service Office for postings of available positions. Fill out posting and return to any school kitchen or Food Service Office.