



# Gwinnett County Public Schools Spur Worker

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## Walk Through Document

Becoming a Spur Worker has never been easier! We've taken all the guesswork out of the process. **Follow the steps** below to be on your way to a fulfilling career serving and supporting the students of your hometown school district.



## Requirements





# Gwinnett County Public Schools Spur Worker

## Walk Through Document

### **Requirements to be a School Nutrition Worker or Substitute SNP for Gwinnett County Public Schools**

#### **School Nutrition Worker**

1. Clear background check through issuing entity
  - a. **Costs: NO COST**
2. Attend O.N.E Trainee 1 New Worker Orientation at Gwinnett County Public Schools - This is paid training.
3. Attend 5-day-in-school training Trainee 2. Once successfully completed, a worker is added to the New Worker team and assigned for the rest of the school year.

#### **Substitute School Nutrition Worker**

1. Clear background check through Issuing entity
  - a. **Costs: No Cost**
2. Attend O.N.E Trainee 1 New Worker Orientation at Gwinnett County Public Schools - This is a paid training.
3. Attend 5-day in-school training Trainee 2. Once successfully completed, a worker is added to the Substitute team and can select assignments.

## **How to Apply**





# Gwinnett County Public Schools Spur Workers

## Walk Through Document

### How to Apply to be a Spur School Nutrition Worker for Gwinnett County Public Schools

#### 01 Submit Application

- Submit an application to be a School Nutrition Worker in Gwinnett HERE - Scan QR Code. *Apply to the job titled: GCPS School Nutrition Worker (5 Days)*



- Submit an application to be a Substitute School Nutrition Worker in Gwinnett HERE - Scan QR code *Apply to the job titled: GCPS Substitute School Nutrition Worker (Gwinnett County Schools)*



#### 02 Application Received

- Upon successfully completing and submitting your application for employment with Spur you will receive an email letting you know that we have received your application and will be reviewing it shortly.

#### 03 Application Review

- This process takes approximately 1-3 days.

#### 04 Background Check

- Once your application has been reviewed and approved, your recruiter will email you with the days and times you can choose from to schedule your fingerprinting and background check.
- Once we receive word that your background check has been processed and cleared you will move to the next step.



## Next Step Onboarding



# Onboarding With



## 05 Invitation to Onboard

- Once your application has been reviewed and approved, your recruiter will email you with the days and times you can choose from to schedule your fingerprinting and background check.
- Once we receive word that your background check has been processed and cleared you will move to the next step.

## Here's what is included in your onboarding process

- **Federal Form W4** - This is the form you will complete for your Federal taxes
- **State Form G4** - This is the form you will complete for your Georgia State taxes
- **Employee Handbook**: You must acknowledge receipt of your Spur Handbook.
  - You will be provided a link to your Spur Employee Handbook. You should read and familiarize yourself with this handbook.
- **Direct Deposit** - Spur pays all wages by direct deposit. You will provide the information for the account that you wish your direct deposit to be deposited to. If you do not have a bank account, you can elect to be provided with a Spur pay card where all of your wages are deposited
- **Federal Form I9** - Federal Form I9 is intended to capture proof that you are authorized to work in the United States. We have provided an FAQ to assist you with completing this form should you have any questions.
  - See page 7 for I9 FAQ

## Requirements & Training



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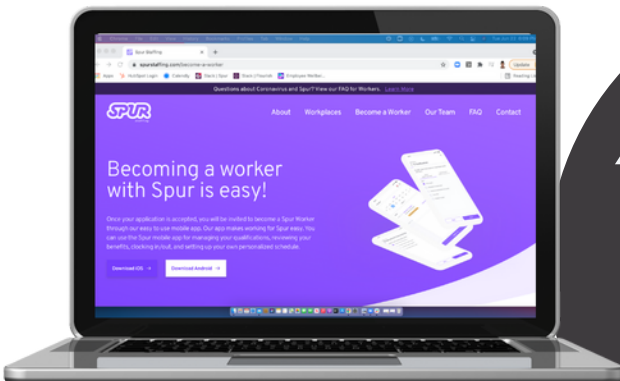
Once Onboarding has been completed your recruiter will notify you of the next upcoming O.N.E New Worker Orientation and Training class 1 to attend

- O.N.E is essentially your first day on the job, so **be prepared** to attend and put your best foot forward.
  - While at O.N.E you will be assigned to a particular school location to complete your 5-day on the job training.
  - **Be in uniform** - white shirt, black pants, black slip-resistant shoes.

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Offer - Now that you have completed all of your new hire paperwork, licensure, background requirements, and training you are ready to get to work!

- A GCPS district employee assigns the worker to a school in need as close to their home as possible. If the worker is not happy with the location they are assigned to then they need to complete the mandatory Trainee 2 portion then they can go on the Substitute team and select assignments in the Spur app at locations they prefer to work at.



***Additional  
Information***





# Gwinnett County Public Schools Spur Worker

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**Here's some additional information about the School Nutrition role that you will want to be aware of.**

**Dress Code:** (Please Wear to Orientation):

**School nutrition uniform:** Black pants, white shirt & non-skid, slip-resistant shoes.

The following are **NOT** allowed for School Nutrition Workers:

**NO** Artificial nails

**NO** false eyelashes

**NO** nail polish due to food safety rules

**\*\*** Ability to read, understand, and follow written instructions in the English language at a minimum 8th grade level, such as safety instructions, is required in order to fulfill the position.

# Completing Your Identity Verification



We want to help ensure a smooth process and many get stuck on the I9 process with the helper. That's okay, we are here to help! Here are a few most common mistakes or questions. Please save for your reference once you arrive at the I9 portion in the Spur app for on-boarding. **Failure to submit accurate I-9 information results in removal from the assignment until correction.**

## **Can I use a copy of my documents for the I9?**

No, you must use the original document. Ex: You can't use a photocopy of a drivers' license or Social Security card or any other document; it must be the original document.

## **Who is my helper?**

Your helper is anyone over the age of 18 not in your immediate family that can verify the I-9 documents you choose to use.

## **What does the helper do through the Spur app?**

The helper will enter their first and last name, along with their job title, when prompted through the app. If self-employed or unemployed, they will list this as their job title. The helper can use their own address for employer address, if self-employed or unemployed.

## **Who should sign at the end of the I-9 portion?**

Your helper's signature should be signed, not yourself, as you can't verify your own documents.

## **What is the issuing authority of a Driver License?**

Ex: If using an Alabama Driver License, the state is the issuing authority, meaning Alabama should be entered. If you have a Texas Driver License, then Texas would be entered and so on.

## **What is the document number of a Drivers' License?**

The document number is your drivers license number.

## **What is the issuing authority of a Social Security Card?**

The issuing authority should be listed as SSA.

## **What is the document number of a Social Security Card?**

The document number is your SSN number. Do not include an expiration date, as your social security number does not expire. These are only commonly used documents but many others are accepted.