



October 15, 2024

Dear JESHER E. MIRANDA,

Congratulations on your job offer! We are excited that you want to join our ExceptionalLee Team.

Please accept this letter as your formal offer confirmation for the following position:

Job Title: Food Service Assistant

Job Requisition #: 47605

Work Shift: Shift 1

Work Days: Variable

Work Hours: 7:30:00 AM to 7:30:00 PM

Work Status: Full Time

Standard Work Hours per Pay Period (Bi-weekly): 80 hours

Department: Food and Nutrition Services

Location: Lee Memorial Hospital

Hiring Manager: Jordan C. Demera, 1 (239) 343-3327, jordan.demera@leehealth.org. Please contact him before orientation.

Base Rate of Pay: \$ 15.89 per hour, plus shift differential (if applicable)

To have an ExceptionalLee experience, we want to share the next steps in the process of joining Lee Health. This includes specific information about your Online Preboarding Tour, Preboarding Appointment and System Orientation. Be sure to read all emails from Lee Health as they pertain to these next steps and contain important information.

Preboarding Tour:

You will receive another email about your personalized online Preboarding Tour. This Preboarding Tour is a required step that must be completed within 24 hours of receiving your offer letter. We recommend using a computer to complete this process instead of a mobile device. You will also need access to a printer. Please check your junk/spam email folder in case the Preboarding Tour information ends up there. You will also be receiving an email from Verified Credentials, Incorporated, our background screening vendor, and you will be asked to complete and confirm your information to initiate the background check. Please check your spam folder if you don't see this email in your inbox.

Preboarding Appointment and Employee Health Screenings:

Date: October 17, 2024

Time: 11:20:00 AM

Location: Lee Health Employment Center

Address: 6630 Orion Drive, 1st Floor, Fort Myers, FL 33912 [Google Maps]

Phone: 239-343-1777 (contact if you have problems completing the I-9 portion of the Online Pre-boarding Tour)

Please arrive 20 minutes early for your Preboarding appointment.

The Preboarding appointment may take up to one - and - half hours. The required Employee Health Screenings include a drug screen, a TB blood test, and a titer draw. You will have your picture taken for you badge at this appointment.

Your Online Preboarding Tour includes a list of required documentation you will need to bring to your Preboarding Appointment. For your convenience, we have included the list here too.

Please bring the following to your Preboarding Appointment:

- Personal Identification (original and unexpired ID) to show your identity and authorization to work, per I-9 instructions given in the tour.
- Licensure and/or Certification(s) - If required for your job (i.e.; RN, PT, CNA, American Heart BLS). Certification and Licensure must be active for at least 90 days from your start date.
- Employee Health Forms completed - printed and signed
- Work Commitment Agreement(s), if applicable - printed and signed

"Hello Exceptional" New Employee Orientation and Start Date

Our New Employee Orientation process will give you everything you need to get started in your new position. **Once you are cleared to start, an Onboarding team member will call you with further instructions and information.**

Day 1: Employee Orientation - please wear business casual or your black lab jacket; you will receive your badge when you check in

Date: October 30, 2024

Time: 8:00am - 4:30pm EST (check in about 15 minutes early)

Location: 12451 Gateway Blvd., Fort Myers, FL 33913

Day 2: Division Training - please wear your black lab jacket & your badge

Date: October 31, 2024

Time: 11:00am - 3:00pm EST (check in about 15 minutes early)

Location: 12451 Gateway Blvd., Fort Myers, FL 33913

Day 3: Food Safety Orientation - please wear your black lab jacket & your badge

Date: November 1, 2024

Time/Location: see attached letter & directions

Please note, this offer is contingent upon favorable pre-employment screening, verification of job qualifications and employment eligibility,

including but not limited to references, education, professional license/certifications, background/criminal history check, Level II Agency for Health Care background screen (if applicable), E-Verify employment eligibility verification, driving record (if applicable), drug screen and Employee Health screen. Lee Health observes a drug free workplace and does not permit the use of medical marijuana, even if you are using in accordance with Florida law and have a physician certification.

We feel confident that you've made the right choice in joining our ExceptionalLee Team. We look forward to saying "Hello Exceptional"!

Best Regards

Deborah A. Marzella/Corliss Maxon (239-343-9987)

Debbie.Marzella@leehealth.org

Lee Health Recruitment