

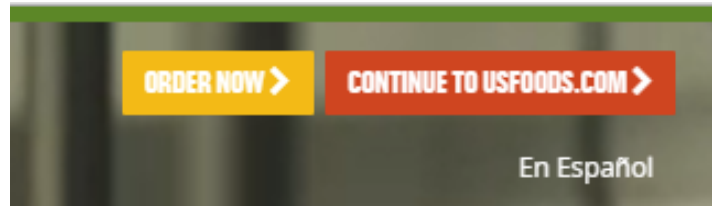
How to Apply SOP

How to Apply

Purpose:	External candidate to apply for a position with US Foods
Requirements:	For optimal performance use Chrome, IE 11 or Mobile Phone

Steps:

Start Navigate to <https://www.usfoods.com> and click on Continue to USFOODS.COM:



Step 1 Click on Careers:

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Step 2

To view current listing of job openings, click on “Search Jobs” on the left hand side:

US. FOODS
KEEPING KITCHENS COOKING.™

CHEFSTORE
National Sales
Suppliers

Rebates & Offers
US Foods Locations
Become a Customer

Search

Place an Order

FOOD **YOUR BUSINESS** **ABOUT US** **CAREERS** **INVESTORS**

[Home](#) / [Careers](#)

Careers at US Foods

We are US Foods
Our company values of customer success, integrity, innovation and teamwork define our sense of character. Without these values, our position as an industry leader would not be possible.

ATTENTION all third party Employment Agencies, please read our policy on unsolicited resume submissions.

- Who We Are
- Our Values
- Benefits
- Diversity
- Search Jobs**
- Become a Delivery Driver
- Become a Night Warehouse Selector
- Employee Job Search
- Job Application Accommodation

Step 3

Search openings by Keyword, Location, or Job Field:

US. FOODS JOIN OUR COMMUNITY OF FOOD PEOPLE

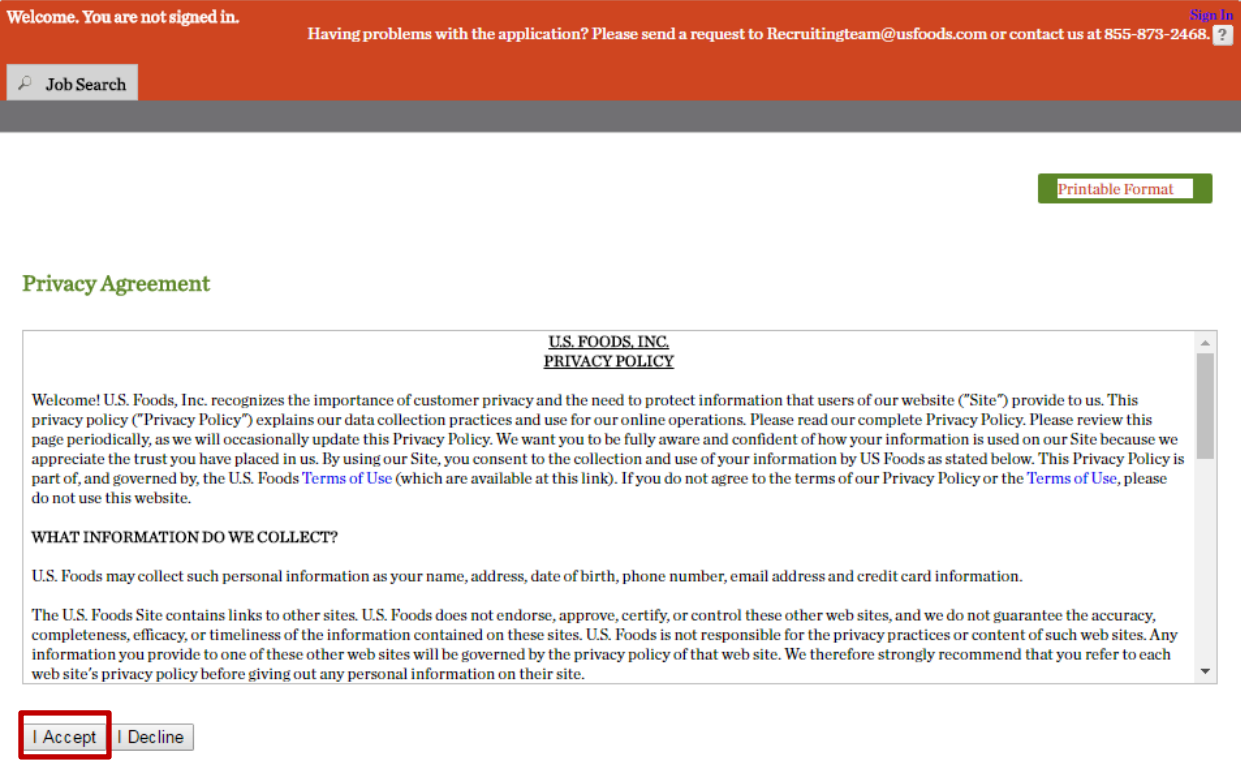
Welcome. You are not signed in. [Sign In](#)

[Job Search](#) [My Jobpage](#)



Keyword **Location** **Job Field**

[View All Jobs Advanced Search](#)

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<p>Step 4</p>	<p>The US Foods Privacy Agreement will appear detailing our policy on how the collected data is used. Click “I Accept” and you’ll be taken to a log-in page:</p> 
<p>Step 5</p>	<p>If you already have a user account from prior applications, you can enter your username and password. If you are a first-time applicant, click the “New User” button to create a profile:</p>

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	<p>Welcome. You are not signed in. Having problems with the application? Please send a request to Recruitingteam@usfoods.com or contact us at 855-873-2468. ?</p> <p>Job Search</p> <h3>Login</h3> <p>Welcome to the US Foods Careers site.</p> <p>NEW USERS: Please click the "New User" button below and then follow the instructions on the next page to create an account. RETURNING USERS: To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". Use the Forgot your password? link to reset your password. Save your LOGIN information. You will be required to login to view jobs, apply, change your account information or view the status of your application(s). Saving it will help you easily retrieve it for future reference.</p> <h4>Notices</h4> <ul style="list-style-type: none"> • If you're a current US Foods' employee, please visit our Employee Job Search Page to search job opportunities. • New Hires - to access Onboarding, login and you will have access to your Tasks tab. • Employment Agencies click here to read our policy on unsolicited resumes. • If, because of a disability, you need a reasonable accommodation for any part of the employment process, please click here. <p><i>US Foods, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis prohibited by applicable law. EEO is the Law poster is available here. EEO is the Law poster supplement is available here. Pay Transparency policy statement is available here.</i></p> <p><i>Mandatory fields are marked with an asterisk.</i></p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid red; padding: 5px; margin-right: 20px;"> <p>*User Name <input type="text"/></p> <p>*Password <input type="password"/></p> <p>Forgot your user name?</p> <p>Forgot your password?</p> </div> <div style="text-align: center;"> <p>or Sign in with:</p>  </div> </div> <p>Login New User</p>
<h3>Step 6</h3>	<p>New Applicants: Enter a username, password and an email address, then click "Register." Please keep track of this information to avoid creating an additional profile.</p> <p>Welcome. You are not signed in. Having problems with the application? Please send a request to Recruitingteam@usfoods.com or contact us at 855-873-2468. ?</p> <p>Job Search</p> <h3>New User Registration</h3> <p>Please take a few moments to register. You will need this information to access your account in the future. Your email address as your User Name is recommended. If you do not have an email address, you can create a User Name that contains a minimum of four (4) characters.</p> <p><i>Mandatory fields are marked with an asterisk.</i></p> <div style="display: flex; align-items: flex-start;"> <div style="border: 1px solid red; padding: 5px; margin-right: 20px;"> <p>*User Name (Email Address Recommended) <input type="text"/></p> <p>*Password <input type="password"/></p> <p>*Re-enter Password <input type="password"/></p> <p>Email Address <input type="text"/></p> <p>Re-enter Email Address <input type="text"/></p> </div> <div style="text-align: center;"> <p>or Sign in with:</p>  </div> </div> <p>Register Cancel</p> <hr/> <p><small>©2016 US Foods, Inc. Legal/Terms of Use All Rights Reserved Contact Us: 855-873-2468 E-mail: recruitingteam@usfoods.com</small></p>
<h3>Step 7</h3>	<p>New/Existing Applicant can choose to login using their G+ (Gmail) or Yahoo account:</p>

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Welcome. You are not signed in. [Having problems with the application? Please send a request to Recruitingteam@usfoods.com or contact us at 855-873-2468.](#)

Login

Welcome to the US Foods Careers site.

NEW USERS: Please click the "New User" button below and then follow the instructions on the next page to create an account.
RETURNING USERS: To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". Use the [Forgot your password?](#) link to reset your password.
Save your LOGIN information. You will be required to login to view jobs, apply, change your account information or view the status of your application(s). Saving it will help you easily retrieve it for future reference.

Notices

- If you're a current US Foods' employee, please visit our [Employee Job Search Page](#) to search job opportunities.
- **New Hires** - to access Onboarding, login and you will have access to your Tasks tab.
- [Employment Agencies](#) click here to read our policy on unsolicited resumes.
- If, because of a disability, you need a reasonable accommodation for any part of the employment process, [please click here](#).

*US Foods, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis prohibited by applicable law.
EEO is the Law poster is available [here](#).
EEO is the Law poster supplement is available [here](#).
Pay Transparency policy statement is available [here](#).*



Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

or Sign in with:

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Step 8

Welcome. You are signed in. | [My Account Options](#)
My Job Cart (0 items) | [Sign Out](#)

Having problems with the application? Please send a request to Recruitingteam@usfoods.com or contact us at 855-873-2468. [?](#)

Job Search
My Jobpage

Next
Quit

Welcome to the Candidate Profile Single Log-in Configuration

Our records indicate that your email address is already linked to a candidate profile in our system. Please enter the username and password for the existing account, which will link your two accounts together and allow you to view your existing candidate profile.

1.) An applicant who is already in the system and is logging in using Gmail or YAHOO will be presented with this notice to "link" their login credentials to their existing applicant profile.

User Identification
Mandatory fields are marked with an asterisk.

***User Name**

***Password**

[Forgot your user name?](#)
[Forgot your password?](#)

2.) Only ONE TIME will the applicant need to enter their previous username and password to successfully link their credentials. The next time they log in using Gmail or Yahoo they will be brought directly to their existing profile.

Do you already have an account?

Yes, I have a Candidate Profile and I would like to associate it to my single log-in

No, I don't have a Candidate Profile but I would like to create one now.

3.) The applicant should choose the first option when asked "Do you already have an account?" and then click Next.

Next
Quit

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Step 9

JOIN OUR COMMUNITY OF FOOD PEOPLE

Lisa[REDACTED]tester, you are signed in. | My Account Options
My Job Cart (0 items) | Sign Out

Having problems with the application? Please send a request to Recruitingteam@usfoods.com or contact us at 855-873-2468. ?

Job Search | My Jobpage | Tasks

Applying for: Purchasing/Buying Analyst, CHEF'STORE (Job Number: 17000343)
Step 3 out of 10 | Print/Email

Home page
Personal Information
Work Experience
Education, Licenses, Certifications
Questionnaire
Attachments
Diversity
A C

Save and Continue
Save as Draft
Quit

Personal Information

Source Tracking
Please indicate how you heard about this job.

* How did you find out about this position?

Personal Information
Please provide your *Legal Name* and enter all relevant personal information in the fields below.

*First Name <input background-color:="" black;="" black;"="" color:="" type="text" value="Lisa [REDACTED]tester"/>	Middle Name or Initial <input type="text"/>	*Last Name <input type="text" value="tester"/>	Suffix <input type="text"/>
Preferred Name <input type="text"/>			
<i>Preferred name or nickname</i>			
*Street Address (No PO Box #'s please) <input type="text" value="9399 W Higgins"/>	Apt/Suite/Other <input type="text"/>		
*City <input type="text" value="Rosemont"/>	*Place of Residence		*Zip/Postal Code <input type="text" value="60018"/>
Country <input type="text" value="United States"/>			
State/Province <input type="text" value="Illinois"/>			
Closest Metropolitan Area <input type="text" value="Chicago"/>			

***Preferred Contact Number**

***Home Phone Number** (If you do not have a Home phone, please enter your Cell number)

Enter only one phone number in the field.

Cellular Number

Enter only one phone number in the field.

Work Phone Number

Enter only one phone number in the field.

***Email Address**
[REDACTED]@usfoods.com"/>
If you do not have an email address, search using keywords "Free Email" at www.google.com for email providers.

Save and Continue
Save as Draft
Quit
Having problems with the application? Please send a request to Recruitingteam@usfoods.com or contact us at 855-873-2468. ?

Applicant is now logged into the career site on their existing applicant profile and can review & update their existing information.

The next time they would like to log in, they only need to choose G+ or YAHOO (whichever they used the 1st time) and will be brought directly to their profile without having to perform the link steps.

Email Tip
A valid email address is required on your profile to be able to receive notifications of new job opportunities and other automated correspondence. If you do not have an email address you can search using keywords Free Email at www.google.com for email providers.

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Step 10

Example of using Yahoo to login:

Example of an applicant registering using their YAHOO credentials. Applicant will land on a page to enter their YAHOO Username and the will click Next to enter their YAHOO password.

Step 11

Once the Applicant is logged in job results will be listed below your credential:

Requisition Title	Location	Posting Date	Actions
Router - Sr. (2nd Shift)	NJ-Perth Amboy	Feb 1, 2017	Apply
Maintenance Mechanic	OK-Oklahoma City	Feb 1, 2017	Apply
Will Call Clerk	AZ-Phoenix-Phoenix	Feb 1, 2017	Apply

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Step 11a	<p>Click on any job title to view details:</p> <div style="margin-top: 10px;"> Apply Online Add to My Job Cart </div> <p>Job Description</p> <p>Will Call Clerk -17000642 Employee Status-Schedule Regular - Full-time Primary Location AZ-Phoenix-Phoenix</p> <p>Description</p> <ul style="list-style-type: none"> Processes sales and customer will call transactions; includes: printing invoices, sorting/filing invoices, obtaining signatures and payment (when required), providing correct change for cash payments, daily cash/check balancing, processing paperwork related to product returns, utilizing Microsoft Access to account for all invoices flowing through will call area In-person, telephone and e-mail Interaction with both internal and external customers, using positive communication skills Works independently to research and resolve missing orders/invoices Maintains clean and secure work area Full time position, with some Saturdays required Occasional heavy lifting (<i>reams of paper</i>) Other job duties as assigned by Manager <p>***EOE Race/Color/Religion/Sex/Sexual Orientation/Gender Identity/National Origin/Protected Veteran/Disability Status***</p>
Step 12	<p>Use the My Jobpage tab to access your applied jobs. This page displays all relevant details including job status:</p> <div style="background-color: #C00000; color: white; padding: 5px; margin-top: 10px;"> Job Search My Jobpage </div> <div style="background-color: #444; color: white; padding: 5px; margin-top: 5px;"> My Submissions My Job Cart My Saved Searches </div> <p>My Submissions (4 job submissions found)</p> <p>This page displays all relevant details related to your draft and completed submissions.</p> <p>Submissions per page: <input style="width: 40px; border: 1px solid #ccc;" type="text" value="5"/> ▼</p> <div style="margin-top: 10px;"> <div style="margin-bottom: 10px;"> ✎ <u>Delivery Driver (Perth Amboy)</u> - Full-time NJ-Perth Amboy Job Posting : Apr 27, 2015 – Job Number: 15001869 Job Status: Inactive (No Longer Accepting Job Submissions) Submission Status: Withdrawn – Updated: May 26, 2015 </div> <div> ✎ <u>Inventory Control Clerk - Int</u> - Full-time NV-Las Vegas Job Posting : Sep 10, 2014 – Job Number: 14004903 Job Status: Inactive (No Longer Accepting Job Submissions) Submission Status: Withdrawn – Updated: Sep 17, 2014 </div> </div>
END	<p>Call 855-USF-2468 (855-873-2468) for assistance if you cannot recall your log-in information.</p>