Personal Appearance, Uniform, and Hygiene

Personal Appearance
ISU Dining recognizes the contribution of employee presentation to a successful employment program. In order to further our commitment towards employee and customer relations, ISU Dining requires the following of all ISU Dining student staff:

Uniform

1. Shirts: Two shirts with the ISU Dining logo will be issued to each new student employee at no cost. Returning students will be issued one additional shirt each year if requested. Care and maintenance of these shirts is the responsibility of each student employee. Students are expected to wear a clean and well-maintained shirt each work shift. In the event that the shirt is damaged, lost or stolen a new shirt may be purchased from your dining manager at cost. Must wear plain white t-shirt under polo.

Tuxedo shirts—Tux shirts and ties will be provided for many events. Plain white T-shirts Must be worn under the tux shirts

2. Name Badge: All employees are required to wear the provided name badge. No unauthorized pins and buttons are to be worn at any time. If the name badge is lost or stolen, contact your manager for a replacement.

3. Aprons: Aprons will be provided at each location. ISU Dining will launder these aprons.

4. Hair restraint: While working, all employees are required to pull hair back off shoulders. If working in a production area student must wear a hair net or an ISU Dining cap. Caps and hairnets must sufficiently cover your hair. All caps must appear clean. For catering in the front of the house if your hair touches your shoulder you must restrain your hair.

5. Personal attire: Black slacks are to be worn. Clothing should be clean and in good condition. Cut-offs and nylon tricot shorts are not allowed. Pants should be plain without logos, designs, or pinstripes.

6. Footwear: For safety and sanitation reasons, black athletic shoes or black closed toe & closed heel shoes with socks is a required part of the work uniform. Sandals and open-toe shoes are not acceptable footwear.

7. Jewelry may not be worn except for one ring, a watch, and non-dangling earrings.

8. Student employees are asked to return their uniforms, including name badges, to the Dining Student Staffing Office or dining operation in which they work. If an employee has worked less than a full semester (not completed the work agreement) and does not return his/her uniform, there will be a $25.00 charge to the student’s U-Bill. We encourage all student employees to return all uniform pieces (including name tags) to the DSSO or to their
respective dining operation after separating employment. The returned uniforms will be
donated to a relief agency.

9. Each location may have specific uniform requirements. Please follow your supervisor’s
instructions.

**Electronic Devices**

Electronic device use is not allowed in serving areas during serving hours or on work time
without permission. During assigned break times they may be used.

**Hygiene**

1. Hands and arms must be washed with soap and warm water prior to beginning work and
throughout the shift as necessary. Plastic gloves must be worn when requested by the
supervisor.

2. Fingernails must be clean and neatly trimmed; nail polish is discouraged. If fingernail polish or
nail tips are worn, the hands must be gloved at all times.

3. Good daily personal hygiene should be practiced.

4. All infections, cuts, and open sores should be covered with a bandage and a glove. For
sanitation reasons, please report any open wounds to your supervisor.

*Questions regarding the application of these standards should be discussed with your catering*
*manager.*