



"Creating an excellent
college experience"

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215

Section:
Human Resources

Subject:
Dress Policy

Dining Service Dress Policy

It is imperative that employees of Dining Services dress appropriately according to the position they fill and the daily work that they do. Employees represent Dining Services in everything they do to all people they meet and therefore they need to be dressed appropriately.

Policy:

Policy for Front of the House Management

1. Clothing must be clean. Employees need to maintain a high degree of personal cleanliness during all working hours. Hair restraints must be worn by all persons in the preparation and service of food. Facial hair must be trimmed and well maintained. The same standards that apply to all employees apply to management.
2. Clothes must fit properly and be well maintained. Shirts must be an approved USU Shirt or Chef Jacket (USU Dining Services provided). Jeans must also be proper fitting and well maintained. Holes in jeans are not permitted. Capri's, sweat pants, skirts, and shorts are not acceptable in a kitchen environment. (per OSHA and USU Risk Management Policy) Logoed USU apparel must be ordered through the USU Bookstore.
3. Shoes must be closed toed with slip resistant sole. Socks must be worn.
4. Fingernails must be kept trimmed, filed and maintained so the edge and surface are cleanable and not rough.
5. Must include Nametag or Name Embroidery
6. Individual operations will determine specific uniform requirements
7. Individual Operations will determine Laundry

Policy for Administration and Office Staff

1. Clothing must be clean. Employees need to maintain a high degree of personal cleanliness during all working hours. Facial hair must be trimmed and well maintained.
2. Shirts for men must be clean, ironed shirt with a collar (like a polo or button down)
3. Shirts for women can include blouses, knit tops, a nice sweater set, or classic sleeveless tops with a cardigan or jacket over the top.
4. Pants may include jeans (no holes or distressed look), kakis or slacks
5. Skirts and dresses are permitted and appropriate unless working in a kitchen environment.
6. Shoes must be closed toed with slip resistant sole. Socks must be worn.
7. Clothes must be proper fitting. Clothes must fit properly and be well maintained.
8. Must include Nametag or Name Embroidery
9. Individual operations will determine specific uniform requirements
10. Individual Operations will determine Laundry

Policy for Kitchen Staff

1. Clothing must be clean. Employees need to maintain a high degree of personal cleanliness during all working hours. Hair restraints must be worn by all persons in the preparation and service of food. Facial hair must be trimmed and well maintained.
2. Clothes must fit properly and be well maintained. Shirts must be an approved USU Shirt or Chef Jacket (USU Dining Services provided). Jeans or chef pants must also be proper fitting and well maintained. Holes in jeans are not permitted. Capri's, skirts and shorts are not acceptable in a kitchen environment. (per OSHA and USU Risk Management Policy) USU apparel must be ordered through the USU Bookstore.
3. Shoes must be closed toed with slip resistant sole. Socks must be worn.
4. Fingernails must be kept trimmed, filed and maintained so the edge and surface are cleanable and not rough.
5. Nametags / Name badges / Embroidery required when out front
6. Shoe covers (not shoes) will be provided for dish room and some kitchen areas, as appropriate by operation.
7. Individual operations will determine specific uniform requirements
8. Individual Operations will determine Laundry

Uniform Budget Allowance per position

Professional / Management / Chef (Contract and ACA Full Time Staff)

Uniform will be determined by each operation.

Start Up Budget: up to \$500

Annual Replacement: up to \$250

Supervisors

Start up and Annual Budget up to \$150

Hourly Staff and Students

Annual Budget

T-shirts: up to \$20 per person

Chef Type Jackets: up to \$50 per person

Catering and Skyroom: up to \$50 per person