



Student Staff Personal Appearance, Uniform, and Hygiene Policy

Personal Appearance

ISU Dining recognizes our staff's appearance contributes to a successful employment program. In order to further our commitment towards employee and customer relations, as well as to prioritize food safety and the well-being of our team members, we have implemented the following uniform guidelines. ISU Dining requires the following of all student staff:

Uniform

1. **Shirts:** Two uniform 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 through the Dining Student Staffing Office (DSSO) or your manager. Care and maintenance of these shirts is the responsibility of each student employee. Students are expected to wear a clean and well-maintained uniform shirt to each work shift. In the event the shirt is damaged, lost, or stolen; a shirt may be acquired from the Dining Student Staffing Office at no cost. **ISU Spirit days (limited locations):** Staff members are allowed to wear an ISU shirt on Fridays and Saturdays to show their Cyclone spirit. If a student chooses to wear an undershirt (long or short sleeved) it must be white or black, no other colored shirts are permitted. Any jacket worn over their uniform must be an ISU Dining fleece jacket.
Catering only: Students must wear a plain white T-shirt underneath the black uniform shirt or underneath a provided formal shirt.
2. **Name Badge:** All employees are required to wear the provided name badge **on their uniform shirt**. No unauthorized pins or buttons are to be worn at any time. If the name badge is lost or stolen, contact your manager for a replacement.
3. **Aprons:** Some dining locations require aprons. ISU Dining will provide and launder these aprons.
4. **Hair restraint:** All employees are required to wear an ISU Dining provided hat/visor, and hairnet if your hair cannot be completely covered. Hair must be pulled back and up off the shoulders, restrained by a single back braid or a bun **ONLY**. Excess hair must be covered with a hairnet. Hats, hairnets, and/or visors (retail only) must sufficiently cover your hair. All caps and visors must be clean and worn in the correct manner, facing forward. Food employees shall wear hair restraints such as hats, hair coverings or nets, beard restraints, and clothing which covers body hair, and are designed and worn to effectively keep their hair from contacting exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles. (Food Code 2-402.11). Catering servers see managers for appropriate hair restraints.
5. **Pants:**
Residential & Retail only: Full length options only. Khakis, slacks, and blue or black jeans are acceptable. All clothing should be clean and in good condition, completely covering the leg to the ankle. **Items not permitted include:** sweatpants, yoga pants, leggings, spandex, knit pants, shorts, or capris.

Bakery and Food Stores only: Khakis, blue or black jeans, slacks, capris, or shorts are acceptable. All clothing should be clean and in good condition. **Items not permitted include:** sweatpants, yoga pants, leggings, spandex, and knit pants. If shorts are worn, they must be no shorter than 2 inches above the knee.

Catering only: Full length, all black slacks and a black belt (when applicable) are to be worn. Full length slacks should be plain without logos, designs, or pinstripes. Clothing should be clean and in good condition.

6. **Footwear:** For safety and sanitation reasons; athletic or closed toe and heel, slip resistant shoes with visible socks/hose are a required part of the uniform (no skin should be visible). **Items are not permitted include:** sandals, flip flops, heels, and open-toe shoes.

Catering only: All black athletic shoes or black closed-toe and heel shoes with black socks are a required part of the work uniform.

7. Student employees are asked to return their uniforms, including name badge, to the DSSO or dining operation in which they work at the end of their employment. If an employee does not return his/her uniform, there will be a \$25.00 charge to the student's university bill. The returned uniforms will be donated to a relief agency.
8. Each location may have additional uniform requirements. Please follow your supervisor's instructions.

Cell Phones and Electronic Devices

1. **For safety and sanitation purposes, personal electronic device use is not allowed in any production or work areas.** These items may only be used during designated break times in designated break areas.
 - a. Personal electronic items include but are not limited to cell phones, headphones or ear buds of any kind, Fit Bit, iWatches of any kind, tablets, computers or iPods.

Hygiene

1. Good daily personal hygiene must always be practiced.
2. Hands and arms must be thoroughly washed with soap and warm water prior to beginning work and throughout the shift as necessary.
3. Disposable gloves must be worn when handling food. Bare hand contact with ready-to-eat food is not allowed. Deli tissues, tongs, spatulas, gloves, or other barriers shall be used in place of bare hands (in accordance with Food Code 3-301.11).
4. Food employees shall keep their fingernails trimmed, filed, and maintained so the edges and surfaces are cleanable and not rough (A). Unless wearing intact gloves in good repair, a food employee may not wear fingernail polish or artificial fingernails when working with exposed food (B). (Iowa Food Code 2-302.11 A,B)
5. 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.
6. Additional clothing and Personal Protective Equipment (PPE) must be utilized when provided.
7. **Employees working in food preparation area** must remove jewelry from their-fingertips to their shoulders before clocking in, **except for a plain ring, such as a wedding band. No bracelets including medical information, and watches** (in accordance with Food Code 2-303.11). The employee may be asked to remove jewelry at the manager's discretion.

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

Owner of policy: ISU Dining Director,

Enforcer of policy: Area Director-

Trainer of policy: Location Manager-

Date Trained: _____

Employee Signature: _____