IOWA STATE UNIVERSITY

Student Staff Personal Appearance, Uniform, and Hygiene Policy

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 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 your manager or the Dining Student Staffing Office (DSSO). 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 new shirt may be purchased from your dining manager at cost.

Retail only: 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 white oxford shirt and tie.

ISU Spirit days:
Retail, Commissary & Bakery only: Staff members are allowed to wear a gold, red, black, gray, or white ISU shirt on Fridays to show their Cyclone spirit.

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.

Catering only: When wearing a white oxford shirt and tie, a name badge is not required

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, or a hair net. Hair must be pulled back and off the shoulders. Hats, visors, and hairnets must sufficiently cover your hair. If your hair is pulled back into a ponytail, it will need to be restrained either in a braid, bun, or hair net. 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 that covers body hair, that are designed and worn to effectively keep their hair from

Updated June 2015
contacting exposed food; clean equipment, utensils, and linens; and unwrapped single-service and single-use articles. (Food Code 2-402.11)

5. Pants:

Residential & Retail only: Khakis, full length slacks, and blue or black jeans are acceptable. All clothing should be clean and in good condition. Items not permitted include: sweat pants, yoga pants, spandex, knit pants, shorts, capris, or skirts.

Commissary & Bakery 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: sweat pants, yoga pants, spandex, knit pants, or skirts. 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, slip resistant shoes with ankle-height socks/hose are a required part of the uniform. Some items that are not permitted include: sandals, flip flops, higher than 2” heels, and open-toe shoes.

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

7. Student employees are asked to return their uniforms, including name badges, to the DSSO or dining operation in which they work at the end of their employment. If an employee has worked less than a full semester (not completed their work agreement) and does not return his/her uniform, there will be a $25.00 charge to the student’s U-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. Personal electronic device use is not allowed in work areas during serving hours or on work time without permission. These items may be used during designated break times.

2. Items include, but are not limited to, cell phones, tablets/computers/iPods, headphones, etc.

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.

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6. Additional clothing and safety equipment must be utilized when provided.
7. Jewelry may not be worn except for a plain wedding band/ring and non-dangling earrings. Food employees cannot wear jewelry from their fingertips to their shoulders, including medical information (in accordance with Food Code 2-303.11). Any jewelry deemed to be unsafe should not be worn in production areas. Facial jewelry is discouraged with the exception of stud jewelry. 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.