All student employees must have their hair restrained and hats on. Facial hair must be clean and neatly trimmed. Hair shoulder-length or longer must be tied back behind the shoulders or pulled up. Wear the WMU Dining Services hat brim forward while at work in all units. This hat will be supplied on the first day. If not, ask your student supervisor or manager for one. All student employees (including checkers and cash operations student employees) must wear the approved WMU Dining Services hat. A hairnet, headband or scarf is not a substitute.

Shoes must enclose the entire foot and be made of leather or other substantial materials to prevent burns. Athletic type shoes are acceptable. Socks must be worn. No sandals, flip flops, open-toed shoes, lightweight cloth shoes or high heels.

Dining center student employees must wear clean and durable black pants that fit properly and extend to the ankles, or a black knee-length skirt. Managers may send you home to change, if uniform attire is not acceptable; such as jeans, yoga pants, leggings, tights, sweatpants or garments not clean or in good repair. Two WMU Dining shirts will be issued upon hire and must be worn during shifts along with name tag in all dining centers.

Cash operations employees are to wear long pants free of holes and in good condition; denim is acceptable. Cash operations drivers may be permitted to wear a shirt with sleeves that come to the neckline and sufficiently cover the top of the pants or is tucked into the pants. Shirts may not have markings of any university other than WMU and must be free of any representation of alcohol or inappropriate language/symbols.

All student employees must wear an apron, the only exceptions are student supervisors, checkers, cashiers and drivers. Aprons are to be removed and left in the kitchen when using the bathroom or on a break. Keep jewelry to a minimum for sanitation and safety reasons, ensuring nothing gets caught in equipment. Watches are acceptable.

A replacement WMU Dining Service hat ($7), t-shirt ($10) or name-tag ($2) may be purchased with cash only from the Dining Services main office located in the Bernhard Center room 161, Monday through Friday, from 8 a.m. to 5 p.m.

Clothing must be kept clean and in good condition. Employees not properly dressed may be sent home to change or retire for the day.

IMPROPER HAND WASHING is the main cause of foodborne illness. Each employee is expected to practice good personal hygiene. Wash hands after punching in and beginning work, after using the bathroom, before putting on disposable gloves, after breaks, after touching your face or hair, after a tissue for nose, or after eating. Never touch ready-to-eat food with bare hands. Instead, use a serving utensil, such as tongs, or disposable plastic or latex gloves. Ready-to-eat foods include: cookies, bagels, fruit, salad preparation and any other food not cooked before serving. Change gloves between hand washings.

Fingernails must be clean and neatly trimmed. Nail brushes are available at hand wash sinks to clean under the nails. Fingernail polish is not allowed; it can chip and contaminate food.

P персонал питания должен быть...
FLEXIBLE WORK HOURS ARE OFFERED TO FIT AROUND YOUR BUSY SCHEDULE. Most shifts are two to three hours in length and may occur on weekends and holidays. Weekend staffing varies by unit. Schedules are posted in the workplace. It is your responsibility to know this schedule. Some units may email schedules for convenience.

STUDENT EMPLOYEES ARE PAID FOR SCHEDULED TIMES ONLY. Do not report to work until the time you are scheduled. Clock-out may vary depending on workload. It is important to emphasize that University policy does not allow students to work over 25 hours per week. Failure to comply with the 20 hours per week work limit may result in termination of student employment. Any student employee violating related Dining Service policies, the University work hour policy, electronic device restrictions, tobacco-free, environment and safety policies, work location, timekeeping action, including termination of employment. Some behaviors that result in immediate termination are: occurring in any Dining Location include: theft, poor conduct/subordination, working more than 20 hours per week, quitting without notice and poor appearance. If a student is terminated for any of the above reasons and wishes to rehire, the student must reapply to the Director of Dining Services after one year has elapsed.

Dining Service student employees are responsible for understanding information provided here. In many instances, failing to comply may result in immediate termination of employment. It is important to note that student employees do not work impaired. This prohibits the use of tobacco and marijuana products is only permitted in enclosed personal vehicles. To view the Tobacco-Free Campus Policy, please visit: wmich.edu/tobaccofree.

Students working four consecutive hours or longer, are required to take a paid 15-minute break, taken as per your student supervisor/manager. You are to be on campus, but may leave your work area for your break and return on time. Drinks are allowed during this break, but not food. Eating requires clocking out. Always let your supervisor know when you are leaving the workplace.