

DEPARTMENT POLICY AND PROCEDURES

SUBJECT: Dress and Appearance

Policy:

Employees must comply with the department dress and appearance standard during work hours.

Procedures for Implementation:

1. Kitchen managers and workers employed prior to January 1st will receive three uniform tops and bottoms at the beginning of each school year. Shoes and additional clothing shall be purchased by the employee at their own expense. Employees shall ONLY wear approved department uniforms, shoes and clothing during work hours. Exceptions to this rule are as follows:
 - a. Kitchen managers will receive one Uniform Coat to be worn during the meal service period.
 - b. When first hired, new employees shall only receive three uniform T-shirt tops. Work pants must be dark blue or black. Levis, leggings, sweat pants/shirts are unacceptable uniform dress.
 - c. A turtle-neck or T-shirt may be worn under the uniform top. No logo or design is allowed and color must be white, black or the color of the uniform top.
 - d. Modest, knee length shorts may be worn during the Summer Feeding Program.
 - e. To keep warm, a clean coat may be kept on site and worn over the uniform while in the back kitchen area. Coats may not be worn while serving food.
 - f. The director or field supervisor may approve uniform modifications to support special school functions or department meetings.
2. All clothing shall be clean, free from stains, wrinkles, tears and split seams.
3. Employee shall wear a clean apron when handling food. Aprons with the SLC district logo shall be worn during the meal service period.
4. Employee shall wear clean, white or black leather shoes with non-skid soles. In accordance with OSHA requirements, no open toed or open heeled shoes are allowed.
5. To restrict hair, employee must ALWAYS wear a hair net (or cap if approved by the director) when preparing and serving food.
6. Employee must wash hands thoroughly before handling food, after all breaks and any other appropriate time.
7. Employee must maintain good personal hygiene and will shower or bathe before work.
8. Employee must keep fingernails clean and short. Gloves are required when preparing and serving food.

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Approved by: Kelly Orton, Director
Date: August 18, 2009

9. For safety and sanitation reasons, no uncovered jewelry may be worn by employee when preparing and serving food.
10. Smoking is prohibited during work. No smoking is allowed on district property, in a district vehicle or near an outside serving site.
11. Each employee will receive a copy of the department dress and appearance policy and procedures during new hire orientation. A copy will also be posted on the department website (<http://www.slk.k12.ut.us/depts/foodsvcs/>).
12. Kitchen managers and department supervisors shall monitor employees and ensure compliance to all district and department policies and procedures.