

# REVIEW OF POLICIES AND PROCEDURES

*We will ask that you sign copies of the policies once we have reviewed them with you.*

## UNIFORM GUIDELINES

Temporary employees are to be in uniform when attending orientation training and when working at a school cafeteria.

### This uniform consists of:

White collared shirt (button down or polo, short-sleeve or  $\frac{3}{4}$  sleeve)

Tan colored khaki pants or knee-length skirt

White full apron (two are suggested)

Non-skid (slip-resistant), close-toed leather or vinyl shoes, black or white

Hose or socks worn with uniform

Hairnet with all hair pulled back and restrained, with shoulder-length hair in a bun or braided ponytail and completely covered by the hairnet. (no visors or ball caps are allowed)

- All items will be clean, wrinkle-free and in good repair.
- The following is not acceptable: cargo pants, corduroy, denim-style, capri pants, double-stitched seams, culottes, cropped pants, shorts, stretch pants, leggings or stirrup pants, sweat pants, spandex.
- Coats and sweaters are not an appropriate part of the uniform while on duty. A plain white crew-neck, long-sleeved t-shirt may be worn underneath if desired.

### Employees must follow the below sanitation guidelines:

- Fingernails must be clean, short and free of all polish (including clear).
- No false nails, acrylic nails, or acrylic overlays are to be worn.
- No jewelry such as necklaces, earrings, watches, bracelets or rings (except a wedding band with no stones or etchings).
- Piercing such as ears, nose, eyebrows, lips, tongue, chin, facial, etc. are not allowed.
- No false eyelashes are allowed.
- Visible tattoos that may be deemed inappropriate by the supervisor may need to be covered with clothing.
- Medical Alerts will be worn on a necklace/lanyard and worn tucked inside the shirt.
- Workers with beards or mustaches must keep them neat and trimmed.
- Employees must bathe daily, use deodorant, no perfume and good oral hygiene.
- Hair must be clean and dry.
- Aprons are not to be worn to work; they must be put on after arriving at work.
- Treat and bandage wounds and open sores.
- Cover bandages on the hands with waterproof, disposable plastic gloves.