

## Department Rules

Subject: Dress and Appearance

Revised: 03/08/2017

It is the responsibility of each employee to comply with the department dress and appearance standard during work hours.

### Procedure 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. Approved hats and aprons shall be distributed to employees as needed. 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 procedure are as follows:
  - a. When first hired, new employees shall only receive three uniform T-shirt tops, two working aprons, one serving apron and hat. Work pants must be dark blue or black. Levis, leggings, sweat pants/shirts are unacceptable uniform dress.
  - b. 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.
  - c. Modest, knee length shorts may be worn during the Summer Feeding Program.
  - d. 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.
  - e. 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. Employees are responsible for cleaning and safeguarding their district uniform (pants, tops, aprons, hat, etc.).
4. Employee shall wear clean, white or black work 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 when working around food in the back kitchen area.
6. The approved serving hat and apron (with SLC district logo) shall be kept clean and shall be worn while serving food during the meal service period.
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.
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 rules during new hire orientation. A current copy of the rules, including updates and revisions, will be posted on the department website.
12. Kitchen managers and department supervisors shall monitor employees and ensure compliance to all district and department policies, procedures, and rules.
13. Failure to follow the procedures as specified herein may result in disciplinary action, which may include termination of employment.