(A) Policy Statement

Clothing worn by Food and Nutrition Services (FANS) employees will follow department specific guidelines and be maintained to meet safety and sanitation requirements.

(B) Purpose of Policy

To provide a dress code for Food and Nutrition employees.

(C) Procedure

UNIFORM

FANS will provide to all staff members 3 sets of uniforms. Department managers will determine what is considered excessive wear and tear on uniforms before they may be replaced. Employees have the responsibility for the cleaning, mending and maintaining their uniform in good repair, so that when worn each day they present a professional appearance. Approved Uniform shirts may be worn with the top button unbuttoned if the employee chooses to wear a shirt beneath the uniform top, it must be a plain, solid colored white, navy, or black shirt beneath their appropriate uniform.

Uniforms will consist of the following:

<table>
<thead>
<tr>
<th>Four Seasons Bistro – FSW/Cashier/Clerk II</th>
<th>Patient Care Area Food Service Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black pants, elastic (hospital issued or approved) Department issued shirt</td>
<td>Black pants, elastic (hospital issued or approved), Baby Blue Chef’s Coat</td>
</tr>
<tr>
<td>*Note that a hairnet and disposable apron must be worn over the issued uniform when food handling or in food prep areas</td>
<td>*Note that a hairnet and disposable apron must be worn over the issued uniform when food handling or in food prep areas</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Stores Clerk</th>
<th>Cooks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Cargo Pants (hospital issued or approved) Department issued Navy shirt Steel toe boots (hospital issued or approved)</td>
<td>Chef Pants, elastic (hospital issued or approved), Gray Chef’s Coat</td>
</tr>
<tr>
<td>*Note that an appropriate UT hat/hairnet must be worn when in food prep areas</td>
<td>*Note that a hairnet and disposable apron must be worn over the issued uniform when food handling or in food prep areas</td>
</tr>
</tbody>
</table>
HAIR
Hair must be clean, completely covered, under control and off the collar. This applies to all food service or production areas. Employees must wear a surgical cap or a hair net provided by the department.
  • Appropriate UT hats may be worn by employees not assigned to direct patient care (cooks, dish washers, and bistro employees). Hair must still be completely covered.
  • Employees assigned to tray passing may only wear a hairnet.

FACIAL HAIR
All male employees must be clean shaven prior to scheduled starting time. Beards, mustaches, and sideburns are to be kept neatly trimmed. The management of the Food & Nutrition department reserves the right to require beard restraints to be worn by those employees wearing beards.

SOCKS/SHOES
  • Socks must always be worn by employees which reach to a level above the ankle bone or higher with pants uniform. No bare legs should be visible.
  • Employees shall provide mostly all white or mostly all black shoes that cover the entire foot. Shoes must be sturdy, and also must be made of a polishable material or leather uppers in the case of athletic style shoes. For safety, all shoes should have slip-resistant or rubber soles.

FINGER NAILS (Effective Immediately)
Nails must be clean, unpolished, well trimmed, and no longer than ¼ of an inch from the end of the finger. Artificial nails are not allowed. Employees will have 30 days to comply with the Health Department Law in Food Service.Disciplinary action may be taken as of July 1st, 2017. If you do not comply with this policy. (PER POLICY 05-087)

GLOVES
The use of disposable gloves is necessary when:
  • Handling food that is “ready to eat” or food that requires no further cooking.
  • Clearing soiled patient trays in the dish room or taking off cleaned dishes from machine.
  • Collecting soiled patient trays.
  • In any other instance where glove usage would be required by University and/or food safety guidelines.

The use of gloves does not prevent cross-contamination. Gloves must be changed when they become soiled, torn, or if they have been in contact with raw food products, such as meat, poultry or fish. Hands must be washed whenever gloves are changed. Dispose of gloves prior to leaving the work area.

JEWELRY
Visible jewelry is not to be worn with the uniform except for:
  • One ring (i.e. wedding set or class ring).
  • Wrist watch
  • Small earrings (no larger than a nickel) & NO dangling of any form.
  • One necklace (plain chain) not to hang below the collar bone.
  • Official pins
  • Facial piercing of any kind need to be removed or covered.

SWEATERS
A department issued sweater may be worn over the employee’s respective uniform. No other jacket/top may be worn without express manager permission.
  • Hooded garments may never be worn in the department.
ENFORCEMENT OF POLICY

In the event an employee reports to work without the proper uniform, he/she will be instructed to be in complete uniform on their next scheduled day to report to work. This will be documented in the employee’s file as a coaching. If the employee shows up for work on the second time after being coached for the first time of being at work out of uniform, at this time the employee may be subject to the next level of discipline action.

Disposable aprons are provided to all department employees for their use when working in the department. These aprons may be changed as often as needed for the employee to maintain a clean and sanitary appearance. No employee will be allowed to work in any area of the kitchen without an apron.

Approved by:

[Signature]
Mario Toussaint
Senior Director, Food & Nutrition

[Signature]
Daniel Barbee, RN, BSN, MBA
Chief Executive Officer - UTMC

Review/Revision Date:
8/02
6/05
6/2/2008
7/1/2011
7/1/2014
7/1/2017

Review/Revision Completed By:
Food & Nutrition

Next Review Date: 7/1/2020

Policies Superseded by This Policy: 804