

<b>Name of Policy:</b> <u>Dress code: FSW, cook/baker, cashier, stock, clerk 2</u> <b>Policy Number:</b> 3364-104-804 <b>Department:</b> Food & Nutrition <b>Approving Officer:</b> Director, Food & Nutrition <b>Responsible Agent:</b> Food & Nutrition Management <b>Scope:</b> Food & Nutrition Department	  <b>Effective Date:</b> 6/1/2022 Initial Effective Date: 8/2002
<input type="checkbox"/> New policy proposal <input checked="" type="checkbox"/> Major revision of existing policy	
<input type="checkbox"/> Minor/technical revision of existing policy <input type="checkbox"/> Reaffirmation of existing policy	

**(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**

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:
  - Black pants, elastic (department issued or approved)
  - Department issued, blue polo shirt
  - Hairnet and disposable apron must be worn over the issued uniform when food handling or in food prep areas. Disposable aprons must be changed as soiled.

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 polish able material or leather uppers in the case of athletic style shoes. For safety, all shoes should have slip-resistant or rubber soles.

FINGERNAILS (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 must immediately comply with the Health Department Law in Food Service. Disciplinary action may be taken 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/ELECTRONICS

Visible jewelry is not to be worn with the uniform except for:

- One ring (i.e. wedding set or class ring).
- 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.
- No wrist watches, bracelets, etc. may be worn as they impede handwashing.

Personal electronics (earbuds/headphones/mobile devices/etc.) impact awareness and may not be utilized in production areas.

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.

ROCKET FRIDAYS

Employee may wear business appropriate, UT logoed shirts on Fridays or other, manager approved days.

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 employees 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.

<p><b>Approved by:</b></p> <p><u>/s/</u> _____ 11/2/21          Joshua Krupinski Date          Director, Food &amp; Nutrition</p> <p><i>Review/Revision Completed By:          Food &amp; Nutrition</i></p>	<p><b>Review/Revision Date:</b></p> <p>8/2002          6/2005          6/2/2008          7/1/2011          7/1/2014          3/3/2017          4/23/2019          11/2/21          5/3/2022</p> <hr/> <p><b>Next Review Date:</b> 5/1/2025</p>
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