Welcome to the Dining Services Team

Welcome to the Dining Services team of student employees at Bethel University. You are joining the best team of student employees on campus. Every day we serve close to 2500 meals to students, staff, and off campus guests. We are proud of the work we do and excited for you to join our team. As a student employee, you are part of nearly 120 other students working in all aspects of our operation. Together we are creating a community of service and excellence.

Our Dining Services team is composed of five interdependent areas: Catering, Monson Dining Center, 3900 Grill, Royal Grounds, and Production. Full time employees and student employees support one another in their jobs as they share the common goal of providing excellent dining experiences to the Bethel campus. Student employees work in almost every area of Dining Services.

This is a job and it comes with many of the responsibilities that you would expect from a job. There will be a set schedule, a uniform and various other policies regarding what is expected of you at work. This handbook will provide most of this information, although a lot of it is basic job related expectations. As a job there will be times you have to work hard to get the work done and when it is slow there is always something to clean. However, you can take pride in being part of an amazing team that sets the standard very high for being one of the best college food services anywhere.

We are also very proud of our team and we think there are many benefits to being a student employee on this team.

Statement of Official Handbook Policies

The purpose of this handbook is to provide you with a clear description of what is expected of you while working in Dining Services. This handbook is the official handbook of policies for student employment in Dining Services. You are expected to know and abide by the policies set forth in this handbook. You will also receive more specific training on how to perform the various tasks required for your shifts and you are expected to know and follow these task related instructions. If you have questions about any of the policies set forth in this handbook or during training, you are always encouraged to ask them.

Benefits to Being on This Team

Being a part of the Dining Services student employee team is about more than just providing excellent dining experiences to the Bethel community. As you work together you have the opportunity to form close friendships with your coworkers. This may sound cliché but some of your best friends may end up being your coworkers. Many student employees also find that in the midst of the busyness of school and sometimes craziness of life it is a nice break to come to work because here all you have to worry about is doing the duties of your job. The stress of homework, roommate drama, difficult family dynamics, etc. can for a few hours be forgotten. You may also find a listening ear or a mentor in a coworker, student manager or supervisor. We truly hope that your experience of being a part of the student employee team is one of the best parts of your Bethel experience.

We do have one piece of advice for you about how to get the most out of your experience on the team. It is best expressed by one word: invest. You will be paid to perform the tasks of your job but it is the relationships that you form with your coworkers that will make the job a rewarding experience. So take the time to get to know your fellow team members, look for ways to serve them and be someone willing to sub for others. If you invest in the team, as you would a family, then you will find a family that is there to support you and when you leave Bethel they will be one of the things you miss the most.

How to Succeed in this Job

Since this is a job there are opportunities for promotion, scholarship and future job references. So as you are about to begin let us share some tips for how you can succeed and set yourself apart as one of the best employees.

- Be someone willing to sub for your coworkers.
- Be on time for your shifts.
- Master all of the skills in your primary job areas.
- Branch out and learn the basic skills of new job areas.
- Be someone willing to sub for your coworkers.
- Be on time for your shifts.
- Have a pleasant attitude at work.
- Be the one willing to serve others on your shift in any way needed
- Invest your energy at work in the success of the team.
- Build relationships with student managers; they can be great resources for advice.

Student Manager Team

Who are the Student Managers?

This amazing team is comprised of student employees who by the quality of their work and consistency of their character have demonstrated an ability to serve in leadership. They all have at least a year of prior service on the Dining Services team. They are all students with a standard load of classes and homework in addition to their greater job responsibility.

The job of the Student Managers

The primary role of the student managers is to serve as team leaders for most meals in the Monson Dining Center, the evenings shifts of Royal Grounds and 3900 Grill and as shift leaders for selected Catering events. The student managers are the primary ones providing leadership and guidance to the student employees. It is the shift student manager that an employee should call when they have any difficulties with working. The student managers are also the ones to do most of the job training when needed. You are encouraged to get to know the student managers and ask them all the questions that you need to do your jobs to the best of your ability.

How to join the team

If you think you would like to join the student manager team, then the first step is to be the best student employee that you can be. This would include doing your job well, showing up on time for your all your shifts and having a good attitude about your job.

New student managers for Monson Dining Center, 3900 Grill and Royal Grounds are hired by an application and interview process. This selection process occurs early in the spring semester for positions on the team that starts in the fall. See David Walden for more information about the selection process. New catering student managers are hired as needed.

How You Get Paid

Work is sometimes its own reward but getting paid is nice too, which no doubt is the reason you are starting this job. As a campus job you are probably using your earnings to pay for your education and hopefully reduce your use of loans. Your future self will thank you for this.

Time Clock

In Dining Services we use a time clock to record and track your work hours. To use this clock all that you need to do is enter your employee ID number at the start of your shift and again at the end of the shift. Your schedule will be programmed into the time clock so it will know whether your entry is an in or an out punch.

Time Clock Instructions

The procedures are the same for both in and out punches.

Step ONE: Press the "PUNCH" icon in the upper corner of the screen.

Step TWO: Type your seven digit employee ID number (this is not the same as your Bethel ID).

Step THREE: Press enter. After this you will receive one of three notifications.

GREEN light — Successful punch:
Your punch has been recorded. You are good to go.

RED light — Rejected punch: Unidentified home employee
Wrong number entered. Try again

RED light — Rejected punch: Schedule violation
You are trying to punch in too early or out too late or your schedule in the time clock is incorrect. Find a student manager or coordinator to help you punch in. If you are subbing you will always have to get help at the time clock. You can punch in as early as three minutes early to a shift.

Pay Rate Increases

All student employees of Dining Services start at the same base pay rate of $15.25 an hour. Students will automatically receive raises most years as the base pay level increases. Students may also be eligible for annual merit based increases based on hours worked, job performance, attendance and subbing.

Your Paycheck

Pay day is every other Wednesday. Your paychecks are issued by Bethel University but the cost of these paychecks is covered by Sodexo. You may choose to receive your Bethel paycheck in one of three ways:

1. Printed check delivered to your campus P.O. box (default option)
2. Direct deposit to your bank account
3. Applied directly to your Bethel account

Direct Deposit into a Bank Account

www.bethel.edu/people-culture/student-employment/forms/studirectdeposit.pdf

If you choose this option, your paychecks will be directly deposited into your bank account. Direct deposit forms are available at the link above or from David Walden or from the Bethel Business Office. Completed forms can sometimes take up to three weeks to process so you may still receive one or two printed checks before your direct deposit takes effect. Once your direct deposit begins, you will receive email each payday indicating how much you were paid instead of receiving a paper version.

Bethel Account Deposit

www.bethel.edu/people-culture/student-employment/forms/student-payroll-deduction-authorization-wufoo

If you choose this option your paycheck or a fixed dollar amount from your paycheck will automatically be deposited into your Bethel student account as a payroll deduction. Signing up for payroll deduction can be done online using the link above or by requesting the paper form from David Walden or from the Bethel Business Office. On paydays you will receive an email with information indicating how much you were paid.

Payroll Information Available on your MyBethel page

Detailed information about your payroll history is available online via MyBethel by going to the student services tab and looking at the student employee channel. Information about your paycheck, including direct deposit payments is available to view and print. A copy of your annual W-2 for tax purposes is also available on your MyBethel site by January 31 each year.

Pay Periods

The pay period runs Sunday through Saturday and covers two week. Paychecks are issued on the Wednesday ten days after the end of the pay period. A details list of pay period dates and pay dates is available from David Walden.

Attendance & Schedules

You are expected to be at every shift for which you are scheduled. As a team, we rely on each individual, so you need to be present for your shifts. School work, friends, and other social events are

not acceptable reasons to miss or be late for work because you know your work and school schedules and should plan accordingly. Your attendance is taken into consideration when determining any annual merit-based pay raises and future job references

Calling in Sick or for a Family Emergency

Missing your scheduled shift by calling in sick or due to a family emergency should be your option of last resort. If you are able you should first contact your coworkers to ask if they can sub for you. In a situation where this is not possible, then you must contact your student manager or coordinator prior to the start of your shift. If you are not able to reach them, then leave a message and continue trying to contact them. Whenever the absence is greater than three shifts or it will be reoccurring issue, then a doctor's note or some other form of verification may be necessary.

Earned Sick and Safe Time

Sick & Safe Time Request Form

Employees are able to request payment for time missed if it meets the requirements below and they have enough accrued earned sick and safe time (ESST). Sick and safe time is accrued at the rate of 1 hour of ESST for every 30 hours worked. Student employees may request to use accrued ESST by completing the short online form located here:

www.bethel.edu/dining-services/employment/student/safe-sick-request

All submitted ESST requests are received directly by David Walden. Only requests submitted via this online form will be entered for payment. If an employee does not have enough accrued time, then this will be communicated via email. Using the ESST request form is only for requesting payment and the shift student manager or lead should also be contacted prior to the shift whenever possible.

Employees are able to use Sick and Safe hours, once accrued, for the following reasons:

- an employee's mental or physical illness, treatment or preventive care
- the mental or physical illness, treatment or preventive care of an employee's family member
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease
- to make funeral arrangements, attend a funeral service or memorial or address financial or legal matters that arise after the death of a family member.

Monson Dining Center, 3900 Grill and Royal Grounds Procedures

Schedules

The schedules for these three operations are set for the entirety of each class term (i.e. semester or interim). During weekdays the schedules are the same every week, while on weekends the schedule rotates so that it is the same every other weekend. New student employees who arrive for training prior to the start of fall semester are provided with a work schedule which fits around their class schedules. All other schedules are created by allowing student employees to pick from the available shifts which shifts they want to work during the semester or interim. The number of shifts each student signs up to work is up to them but once their name is on the schedule it is their responsibility to work the shift.

Shift End Times
The listed end time for scheduled shifts are not guaranteed but reflect the ending time of a fully trained team with all members present. Whenever there are people absent or untrained people working, this will add to the overall length of everyone's shift. The actual shift ending time will be when all of the work is done even if this is earlier or later than the listed time. Unless otherwise discussed with your student manager we work as a team, so we end all together, as a team.

Finding a Sub
If you are unable to work a scheduled shift, you must find a trained person who is willing to sub for you to cover your shift. If you cannot find a sub, contact your student manager or coordinator for that shift and he or she may be able to suggest other people or another solution for your situation. You must let your student manager or coordinator know at least 24 hours in if you are going to miss a shift and let them know who your sub will be. It is also a good idea to let them know in advance when you are looking for a sub. In the case of an emergency, contact your student manager to discuss your situation. Attendance points are earned for any absence without a sub.

Phone List (Jobs Trained List)
A complete list of student employees who work Monson Dining Center, 3900 Grill, and Royal Grounds is available on the website and in the office. This list also shows what everyone has been trained for so you know who is eligible to sub for you. You must find a person who has been trained for your job to cover for you. Use this QR code for quick access to the phone list

Catering Schedule Procedures

Schedules
The Catering schedules vary depending on the catering needs of each week. Catering student employees will be provided a weekly work schedule based on their availability and the catering events of the week.

Finding a Sub
If you are unable to work a shift that you are scheduled for, you must find a trained person who is willing to sub for you to cover your shift. If you cannot find a sub you must contact Jodi Dressel (catering manager) or Ann Bailey (catering coordinator) about your situation. In the case of an emergency (extreme illness, family crisis, etc.) contact the Catering office to discuss your situation.

Attendance Points System

Attendance and Punctuality
Because we work as a team, it is very important that you do not miss your shifts and that you show up for work on time. When employees miss their shifts without finding a sub to replace them or when they are late, the rest of the team and our service to our guests suffers and the team must compensate for your absence. We understand that sometimes circumstances do arise that result in unavoidable absences or tardiness but in an effort to create an environment of fairness for all student employees we have a points-based attendance policy. Points are not accrued for absences covered by use of ESST hours. The details of this policy are as follows:

Definitions & Values

Calling in Sick **1 point**

Any time you miss work because you are sick or injured without finding a sub. This includes everything from the flu to mono and other illnesses or injuries that prevent you from working your shift. Multiple absences that are caused by the same illness or injury will usually be counted as one incident but a doctor's note may be required for verification.

Family Emergency **1 point**

Any time you miss work because of a family emergency without finding a sub. This is limited to the death or severe illness/injury of a close family member.

Late for Work **2 points**

Any time you are more than five minutes late for your scheduled shift and the incident is recorded by your student manager or supervisor. This also includes shifts where your lateness causes significant service problems after even a minute and your student manager has explained this to you.

No Sub to Cover Absence **3 points**

Any time you miss work for reasons other than being sick or a family emergency without finding a sub to cover your shift. This includes "too much homework," concerts, friends in town, etc.

No show, No Call, No Sub **5 points**

Any time you completely miss your shift without finding a sub to cover or without properly notifying your student manager or supervisor.

Consequence Levels

6 points corrective counseling meeting
8 points possible termination or loss of shift(s)

All points earned remain part of an employee's total for a period of twelve months from the date they were earned.

Finding a Sub for Your Shift

It is your responsibility to find someone to cover any shift for which you are scheduled but can't work. Whenever possible this includes illness and family emergencies (see previous section for more guidelines). Here are some helpful tips to help you find a sub.

1. Plan ahead to avoid unnecessary conflicts with work. For all shifts other than catering you know your work schedule for the whole term all the way to the end of finals week.
2. Try looking for a sub early, but not too early: 7-10 days ahead is a good guideline.
3. Do NOT wait until the last minute.
4. Ask people directly and in person.
5. Do not waste your time with a mass email or text.
6. Offer to trade shifts or return the subbing favor later.
7. Be willing to sub for others and they will sub for you.

Who to Call in Case of Emergency

You are responsible to work all shifts for which you are scheduled or to find someone to cover the shift for you. However, sometimes situations come up because you are sick or you have some

other emergency, and it is not possible to find a sub. In those cases, you must call the student manager or coordinator for the shift and discuss the situation. If you do not reach them right away, continue trying until you speak to someone. Do not simply leave voicemail, email, or a text message.

Phone numbers for all of the student managers can be found on the last page of the phone list or on the Contact Info page of the website (QR code below). Phone numbers are provided below for our offices and work locations.

Offices & Work Locations

Kitchen & Monson Dining Center	651-638-6206
Royal Grounds	651-638-6238
3900 Grill	651-635-8545
General Office	651-638-6015
Chef's Office	651-638-6211
Catering Office	651-638-6056

Break Policy

- Many shifts are relatively short so a break will not be part of most shifts.
- Meals should eaten before or after your shift if possible. During weekend shifts it is sometimes possible to allow meal breaks during a shift if you start before the meal time starts and end after the meal time is over.
- All meal breaks are taken off the clock. Please remember to punch out before your break and back in once you finish your break. You will need your student manager or supervisor to help with this at the time clock. If you eat before or after your scheduled shift, you should not be punched in, but the meal is free of charge.
- If you are given a meal break during your shift you must keep it to 15 minutes and you must punch out. You may be called back to work if necessary.

Food & Meal Policy

- If you work during a meal time in any location, you may eat for free the meal being served in the Monson Dining Center.
- Meals should be from the Monson Dining Center unless you are given manager approval to eat food served in another area.
- You may not take food home or to-go without manager approval. If you are given permission to take food home because you were not able to eat during your shift, then you are limited to a normal meal portion of food. It is acceptable to take a fountain beverage to-go at the end of a shift.
- You are not allowed to take bottled beverages or packaged items (e.g. chips, bottled soda, etc.) without purchasing them.
- Caribou and Nrgize items are not allowed without purchase.
- If you do purchase food or a beverage while working, you must attach your receipt to the purchase to avoid confusion.

Bathroom Breaks

- Shifts are relatively short so please plan your bathroom needs to have the least interruption of your work shift. If a short break is needed during work please be as quick as possible.

Uniforms

Uniforms are an important part of any job. They help guests easily identify employees and they provide the staff with the professional attire necessary for their jobs. A proper uniform sends a positive message to any guests being served and it keeps the employees safe in the process. The uniforms for the employees of Dining Services are selected to meet both of these needs. If your uniform does not meet the standards of cleanliness and professionalism you may be asked to change into a different uniform.

Safety Shoes

Slippery floors are one of the hazards of working in a kitchen, so every employee is required to wear shoes which have been specially designed to be slip resistant. As a student employee, these shoes are provided to you at no cost and you can choose your pair from many different styles. Once you receive your new safety shoes, it is your responsibility to wear them at all times when you are working. If you forget your shoes, you will be asked to go back and get them. It is also your responsibility to take care of the shoes so they do not prematurely wear out. If they become worn out please see supervisor for replacement options. Slip on safety shoe covers are available for those students who need to wear special shoes for medical reasons but a doctor's note may be required.

Uniform Pants

Our standard uniform for all areas includes black pants which are the responsibility of each employee to purchase. You may choose your own brand of black pants but they should fall within certain parameters of style so the look is uniform across the whole team. The pants should be basic black slacks without any colorful embroidery, buttons, beads, metal work or other accessories. Capris, cargo pants, sweat pants, yoga pants, leggings are not allowed because they do not meet the uniform look of basic black slacks and can be a hazard. Pants that are grey, faded, torn or threadbare should be replaced with pants that do meet the standard. If you are not sure about whether your pants fall within these guidelines you are welcome to contact your supervisor or student manager with questions.

Shirts

Our standard uniform includes a steel blue, short sleeved, button-up shirt. This shirt is worn by all student employees in every area except catering. The uniform shirt for catering is a light blue, long sleeve shirt. Each student employee is issued the appropriate color shirt(s) at no cost to them. The quantity of shirts received depends on the number of shifts worked each week.

Ties (Catering)

Those working catering events will also be issued a tie to be worn anytime the light blue catering shirt is worn. These shirts should be worn neat and wrinkle free. Ties should be neatly tied.

Aprons

Clean black aprons are available to students, at the start of every shift. They should be placed in the appropriate linen hamper at the end of the shift.

Hats

Black baseball caps are issued to student employees and are a part of the standard uniform. They should be worn whenever the steel blue shirt and apron are worn. Hats are not a part of the standard catering uniform. It is the responsibility of every employee to take care of their hats and to keep them clean. Hairnets are an option for those whose hair does not fit within a standard ballcap

Nametags

Every employee is issued their own nametag which is to be worn at all times when working. Nametags should be worn on the upper left side of the apron or shirt as viewed by the wearer.

Looking our Best

When you are in uniform you represent Bethel and the Dining Services team. Therefore, you should always strive to present a neat and professional appearance. Uniform items should be clean and worn to properly fit you. Shirts should be tucked in and ties (catering) neatly tied. If you need to wear an undershirt for warmth during winter, then the visible portions of this shirt should also look professional.

Damaged or Worn Out Uniform Items

If a uniform item becomes damaged, faded or worn out from normal use then ask for a replacement item from your student manager or supervisor. If the problem is caused by normal use and aging then there is no charge for the replacement item.

General Uniform Guidelines

- A neat, professional appearance should always be maintained whenever you are wearing your work uniform, even if you are not working or punched in at the time. This is because your uniform identifies you as part of the Dining Services team.
- It is the employee's responsibility to wash their own uniform because dirty uniforms are a food safety concern. In most cases, ironing your uniform is not necessary; however, you will need to promptly remove them from the dryer and not just shove them into a book bag.
- Uniform shirts must be tucked in at all times when in the work setting. This includes times when you are "off the clock" but within the near vicinity of Dining Services.
- Hats must be worn with the bill facing forward.
- Bandanas, scarves, and large headbands are not to be worn with the uniform. Small hair bands worn for the purpose of hair restraint are acceptable.
- Hair: Long hair must be tied back. Beards and mustaches must be neatly trimmed, otherwise facial hair should be clean shaven.
- Jewelry: In compliance with health code no bracelets, watches, smart watches, dangling earrings, or rings may be worn with the exception smooth banded rings.
- Fingernails: In compliance with health code nail polish should be removed prior to working so that it does not flake off into the food. Fingernails should be kept clean and neatly trimmed.
- Personal hygiene is important when working in food service. Employees should routinely shower and perform other daily grooming habits in order to maintain a professional appearance that is safe to work around food.
- Gum chewing: Chewing gum while serving customers or in a food production area is <u>not</u> allowed

Beverages at Work

For reasons of food safety, personal beverages while working in Monson (including the kitchen and dish room), 3900 Grill and Royal Grounds can only be stored in the designated location for each area. The only exceptions are chefs working over a hot grill, wok or pasta burners. All employees are encouraged to drink plenty before starting their shift. If you need a drink during a shift, ask a student manager or coworker to cover while you briefly step away for a drink. Personal beverages are never to be stored in a cooler.

Website

The student employee website that can be found as part of the main Dining Services site on www.Bethel.edu. The website includes links to the work schedules, phone lists, rotation schedules and the contact information for the supervisors and student managers The direct address is www.bethel.edu/offices/dining-services/employment/student.

Resignation

As with any job, a proper notice is requested if you choose to resign for any reason. A two-week notice is also requested for any shifts that you wish to drop mid-semester. In the Monson Dining Center, 3900 Grill, or Royal Grounds please speak to David Walden if you would like to quit or drop a shift.

Team Meetings

Periodically throughout the semester the student employees of the Monson Dining Center, 3900 Grill, and Royal Grounds gather for a team meeting. These meetings are typically scheduled for the evening and they are required for all employees in these areas. When a meeting is scheduled, the times and dates will be communicated via email. The time spent at the meeting is paid time.

Cell Phone Policy

The use of cell phones during work is not permitted except by student managers when leading a shift. Personal cell phones are frequent carries of germs, bacteria and viruses which are not welcome around food. The use of cell phones is also a distraction in the work environment. If it is slow enough that you have time to check your phone then you should use that time to be cleaning or restocking your station. Cells phones must be put away when you are working. If you are expecting an important call or text from someone, please inform your student manager or coordinator in advance as to why you may need to check your cell phone during the shift.

Headphones & Listening Devices

The use of headphones, earbuds or other personal listening devices is not permitted when working any location. It is food safety hazard as these items could fall into the food. The added volume in your ears is also not safe because it is more difficult to hear the approach or warnings of your coworkers. It is also not courteous to your coworkers or our guests to be working with headphones since you may not be able to hear their questions or know they need assistance.

Personal Belongings at Work

Personal items such as coats, book bags and purses are welcome to be left in the office when working. Please neatly hang them on the hooks provided or place items in the cubbie boxes. No items should be left overnight. The office is a relatively safe place to leave things but the security of items can't be guaranteed since the office is not supervised at all times.

Meal Plan Scholarship

Every semester we offer a Meal Plan Scholarship to as many as three current student employees. Conferral of this scholarship is based on the employee's work performance, attendance history, and attitude. Applications are evaluated by the student managers and managers to select the recipients each semester. The winners receive a no cost meal plan for the following semester. Scholarship recipients must continue to be active employees working an average of two regular shifts, during the semester they are receiving the scholarship award.

Hand Washing and Gloves

As a food service we have a responsibility to handle and prepare people's food with the greatest of care to be sure it is safe to eat. Cross contamination of bacteria, germs and viruses is a significant hazard that can be mostly avoided with proper care. It is our policy that anyone who is directly handling food that is ready to eat must first wash their hands and wear the disposable food handling gloves. When handling food that is going to be cooked gloves are not necessary but your hands should still be washed before touching the food

- Hands must be washed in one of the many dedicated hand washing sinks located throughout the kitchen.
- Fully lather your hands with soap and wash for a full twenty seconds.
- Change your gloves anytime you contact a non-sanitary surface or allergen. This includes touching your clothes, hair, face, etc. or a food item with a top nine allergen.

Food Borne Allergens

Food allergies and intolerances are an increasingly common concern for many of our guests. For some people these health concerns are very serious and possibly life threatening. It is our responsibility to serve food that is as safe as possible and this means paying attention to the common food allergens. As a student employee there are a few things that you need to know:

- Common Food Allergens: peanuts, tree nuts, gluten, soy, dairy, seafood, shell fish, eggs and sesame
- Always know if the food you are serving has any of the common allergens and be sure to display allergen labels.
- If a customer asks about an allergen or other ingredient never guess but be always be 100% certain of your answer. Ask a chef, baker or manager if you do not know for certain the answer.
- Always be sure not to cross-contact an allergen into other foods by using the same serving utensil or gloves when touching the food.

Safety

We wish to maintain a safe working environment for all employees. It is everyone's responsibility to conduct themselves accordingly and, in most cases, it begins with common sense.

- Always follow the dress code.
- Always clean up spills as soon as possible to avoid slips and falls.
- Never run while in the kitchen or serving area.
- Inform your supervisor, student manager, or coordinator immediately of any injuries. We have several first-aid kits located throughout the work area to treat minor injuries.

Safety also involves being properly trained for your job. If you do not know how to do something, ask before attempting to do it yourself. We ask that all employees report any potentially unsafe situations or pieces of equipment to their supervisor or manager. Suggestions concerning safety are always welcome.

Knives

Knives are one of the leading causes of accidents industry-wide. In almost every case the injury could have been avoided had the required safety procedures been followed. There are two basic rules for knife use and handling:

- Any time you use a knife it is your responsibility to wash and sanitize it and then return it to the knife rack immediately after use. Knives should not be washed in the dish machine or left in the pots and pans area.
- Whenever you use a knife you must be wearing a cutting glove. If you need to perform a task with a knife and are not provided with a cutting glove, ask for one.

Clean As You Go

It is important that you always keep your area clean, neat, and organized as you work. Not only does this help prevent accidents, it will also help maintain the professional appearance of our working environment.

- Use the time between rush times to be cleaning and restocking your work area.
- Never pass by a mess. Stop and take the time to clean it up; ignoring a mess is unsafe and makes other people's jobs more difficult.
- If you break something (e.g. plate, bowl, etc.) immediately clean it up with a broom and dustpan. Then let your supervisor know so that item can be replaced.
- Broken glass goes in a special trash located in the back of the dish room. Never use your hands to pick up broken glass; always use a broom and dustpan.

Chemical Safety

In Dining Services we use a variety of chemicals to clean and sanitize our equipment and facility. To avoid accidents, never use a bottle that is improperly labeled or unlabeled. Never mix chemicals with anything, including each other. Always store chemicals in the chemical closet or if in a

spray bottle, on the rod in the dish room. Do not spray anyone with any chemical, ever. If you get any chemical in your eyes, there is an eyewash station in the dish room and 3900 Grill. If at any time, you do not feel comfortable using a particular chemical or you feel that you may be having an allergic reaction, tell your supervisor or manager immediately.

Spray Bottles vs. Buckets

Our two main chemicals are the Oasis 137 Orange Force & Degreaser and the Sink & Surface Cleaner Sanitizer. Both of these chemicals are fairly mild and they do as their names suggest. The Oasis 137 Orange Force is like a soap that cuts through grease and dirt to clean a surface. The Sink & Surface Cleaner Sanitizer is then used to sanitize the surface. We do not mix these chemicals but we use them separately to first clean and then sanitize a surface. We use these two cleaners in both a spray bottle form and in chemical buckets. The buckets are used near food so there is no risk of accidentally spraying chemical in the food. If no food is present in the area to be cleaned then spray bottles are used. All chemicals must be properly labeled at all times.

Advice to Earn More Money

If you would like to earn more money on each paycheck then the only way to do this is to increase the hours you work each week. If you are working this job as a means of paying for your education and thereby reduce the amount of loans you borrow then working a few extra hours each week may be well worth your time. Since you will have to pay compounded interest on almost every dime you borrow then your future self will thank you for having worked a few extra hours each week.

- Pick up one extra shift each week.
  - Consider your class and study schedule to see when you might have time to add an extra shift. Friday nights and weekends are good options to get extra hours every week.
- Sub for others whenever you can.
  - Subbing allows you to add extra hours without having to commit to them every week.
  - Once people know that you are a person willing to sub then you will get plenty of calls and you can choose (sometimes last minute) if you can work a shift or not. You may get a lot of calls but it is an easy way to add hours without adding a regular shift.

In Dining Services there are many opportunities to work all of the hours you need if your schedule is flexible and you are not too selective about the jobs you are willing to do. If you work even one extra shift per week that could add up to around $1500 by the end of the year. When you think about it as one less loan that you will have to pay back then you will be glad you did.