

Chef Inspired. Student Powered.



Student Hospitality - *The student division of Dining Services*

Student Employee Handbook

Revised 01/2021

Table Contents

Welcome & Table of Contents	2
Meet Our Team	3
Mission Statement	6
Dining Services Dining Locations	7
General Operating Hours	8
Work Schedules and Attendance	9
Job Performance	10
Who to Call When Missing Work	11
Uniform Policy and Dress Code	12
Shoes for Work	13
Uniform Policy Acknowledgement*	14
Compensation	15
Meal Benefit Policy and Earned Periods	16
Meal Plan Policy Acknowledgment*	17
Transfer Request	18
Student Employee Leadership Levels	19
Student Leadership Levels Descriptions.....	20
Continuing Education and Employment	22
Employee Handbook Acknowledgement*	23
Employee Information Form*	24
Food Safety, Food Borne Illness and Personal Hygiene Acknowledgment Statement*	25



** - these pages are required to be completed and turned into Dining Services Administration in Powerhouse Building Room 201. If you have any questions, please contact studenthospitality@udayton.edu*

Meet Our Team

Joan Bauman

Interim Executive Director

jbauman1@udayton.edu

Welcome to the UD Dining Services team! We are glad you will be working with us, and hope you enjoy learning new things and working with our incredible team members. Thank you in advance for your hard work and service to our customers.



Lynn White

Operations Manager

lwhite1@udayton.edu

Thank you for choosing Dining Services as your campus employer. I think you will find the position to be enjoyable as you meet new friends and learn about the inner workings of campus dining. We are happy you are on our team.



Ligia Lopes

Administrative Dietitian, RD, LD

llopes1@udayton.edu

Welcome Student! My name is Ligia, and I am the Administrative Dietitian here at Dining Services. I am looking forward to having you as a part of our team. We are so grateful for you and are looking forward to working with you!



Rebecca Henry

Marketing

rhenry1@udayton.edu

Welcome Flyers! Dining Services is so happy to have you and we look forward to being a part of what shapes your experience here at the University of Dayton!"



A'zia Garrett

Student Employment Coordinator

agarrett1@udayton.edu

Welcome to Student Hospitality, the student employee division of Dining Services. We are so excited to have you as apart of our team! Our student employees are an essential part of UD Dining Services. We are here to assist you in your professional career goals and expanding your work experience.



Doug Lemaster

Director Facility Operations and Compliance—Dining Services

dlemaster1@udayton.edu

Welcome to UD dining services! We value your work contribution and know that your participation in our student employee program is essential providing exceptional service to our community. We hope that during your time with us you learn transferable skills which help you succeed in your own personal goals.



Meet Our Team

Caleb Monnin

Au Bon Pain

cmonnin1@udayton.edu

Welcome to Au Bon Pain the bakery cafe on campus. We are so excited that you have joined our team. We are a very fast paced restaurant here on campus that relies on teamwork to be able to achieve our daily goals. The team at ABP is here to support and guide you to become a top tier employee in your position.



Sheri Magoto

Brown Street Bistro

cmagoto1@udayton.edu

Congratulations on becoming a part of our team! You are an asset to Dining Services and we hope you have an amazing time working with us. Welcome aboard! & Thanks for all that you do!



Torrence Cohen

Marycrest

tcohen2@udayton.edu

Welcome to the Marycrest Team! My name is Torrence and I am the Student Manager at this location. Being located in an all-Freshman dorm, we focus on exemplary effort to ensure food quality, as well as a fun and fast-paced work environment. We look forward to being a part of your professional journey.



Gregory Allen

Kennedy Union

gallen3@udayton.edu

"Welcome to K.U. Crossing! We are excited to have you join our team. We are confident that your expertise and dedication will be a significant contribution to the University of Dayton."



Robert Sheets

Kennedy Union

rsheets1@udayton.edu

"Welcome to K.U. Crossing! We are excited to have you join our team. We are confident that your expertise and dedication will be a significant contribution to the University of Dayton."

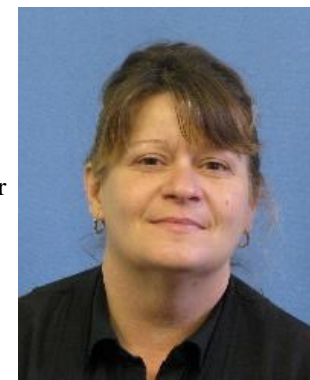


LeAnn Miller

Virginia Kettering (VWK)

lmiller1@udayton.edu

"Welcome to VWK! We are so glad to have you on our team. We are worth the walk up the hill. "



Meet Our Team

Jennifer Innis

Central Production

jinnis1@udayton.edu

Hello! We are Central Production, the behind the scenes unit of Dining Services. We send out the fruits, vegetables and grab n go items to all of the dining units on campus. Central Production takes care of the prep work, so that the Dining Halls can take care of the students. We are excited to have you with us and grateful for the opportunity to show you some knife and life skills.



Emporium Management

Emporium

937-229-1436

We are very pleased to have you as an addition to our team of Student Hospitality employees. Our group is very focused on providing only quality products as well as the best dining and shopping experience for our customers. Please do not hesitate to contact me with any questions or concerns.

Mission Statement

“Our Mission is to deliver quality food and services to our value customers. We strive to support the University’s mission as a comprehensive Catholic university, a diverse community committed in a Marianist tradition, to educate the whole person, and to link learning and scholarship with leadership and service. We embrace the heritage of the Marianist spirit by promoting a welcoming and inclusive sense of hospitality as a reflection of the institution’s commitment to community.”

Dining Services Dining Locations

Dining Services currently hires student employees to work in 8 different dining units on campus in 7 different locations on campus. Currently there are more than 400 students employed for Student Hospitality and more than 100 full-time and part-time employees

Main Dining Units

Kennedy Union Crossing—Located in Kennedy Union, three different restaurants, Toss, Spice, and Que, a large kitchen, and a large dish room. Shifts are available from 8:00am to 8:30pm Monday –Thursday, and on Friday from 8:00am to 5:00pm. A closing shift (till 8:30pm) is required by all student employees.

Student Hospitality Supervisor—*Greg Allen (gallen3@udayton.edu), Robert Sheets rsheets1@udayton.edu*

Au Bon Pain— Located in Kennedy Union, a café style restaurant operation that serves made- to- order salads, wraps, sandwiches, fresh baked breads and cookies. Shifts are available from 7am to 8:00pm Monday through Thursday, Friday from 7am to 4:30pm and Sunday from 10am-8pm. A closing shift, weekend shift, or two morning shifts are required.

Student Hospitality Supervisor—*Brittany Ellis (bellis1@udayton.edu)*

Marycrest—Six food platforms, located on the ground level of Marycrest Complex. Shifts available from 8:00am to 11:00pm Monday through Sunday. A weekend shift is required by all student employees every Saturday or Sunday.

Student Hospitality Supervisor—*Torrence Cohen (tcohen1@udayton.edu)*

Virginia Kettering (VWK) - Located on the ground level Virginia Kettering Hall, features two restaurants: The Grainary & Passports. Shifts are available from 8:30am to 10:30pm Monday through Sunday. A weekend shift is required by all student employees.

Student Hospitality Supervisor—*LeAnn Miller (lmiller1@udayton.edu)*

The Emporium—A convenience store located in Marianist Hall that includes a full service deli. Shifts are available from 6:00am to 12:30am Monday through Sunday. A weekend shift is required by all student employees.

Student Hospitality Supervisor—*Amanda Anderson (aanderson4@udayton.edu)*

Additional Dining Units

Brown Street Bistro - Located on the 5th floor of Raymond L. Fitz Hall on Brown Street, This location features, sandwiches, soups, salads, and grab and go items. Shifts are 7:30am to 7:00pm Monday –Thursday, and 7:30am-3pm Friday. Closed on weekends .

Student Hospitality Supervisor—*Sheri Magoto (cmagoto1@udayton.edu)*

Rudy on The Run (seasonal) - a food truck located on the main campus of University of Dayton. This food truck features sandwiches, salads, snacks, and bottled beverages. Hours and location for this food truck vary per season.

Non-Retail Dining Operations

Central Production— Located in the main kitchen of Kennedy Union, is a behind the scenes job that helps prep, package, and deliver fresh food and grab and go items to all of the dining locations. Shifts are available Monday through Friday 6am to 3:30pm, mostly in the morning 6am-9am.

Student Hospitality Supervisor—*Jennifer Innis (jinnis1@udayton.edu)*

Catering—Located at both Curran Place and 2nd floor of Kennedy Union Kitchen, : Catering handles the food, beverage, and snacks for almost all of the events on campus. Working here means you could be doing events anywhere on campus, at any time. There is no set schedule. You provide your availability and you are scheduled events to work. This is a very flexible position, but hours are not guaranteed.

Student Hospitality Supervisor—*Krystal Becraft (kbecraft1@udayton.edu)*

General Operating Hours

Locations	Mon.-Thurs.	Friday	Saturday	Sunday
Au Bon Pain	7a-8p	7a-4p	CLOSED	CLOSED
'Que	10:30a-7p	10:30a-4p	CLOSED	CLOSED
Spice	7a-4p	7a-4p	CLOSED	CLOSED
Toss	10:30a-6p	10:30a-4p	CLOSED	CLOSED
Marycrest	7a-9p *Café open until 10p	7a-9p *Café open until 10p	9a-9p *Café open until 10p	9a-9p *Café open until 10p
Passports (GET ONLY)	3p-9p	3p-9p	3p-9p	3p-9p
The Grainary	7:30a-10p	7:30a-10p	9a-10p	9a-10p
The Emporium	7a-11p	7a-11p	8a-11p	8a-11p
Brown Street Bistro	8a-6p	8a-2p	CLOSED	CLOSED
Riverview Café	10:30a-1:30p	10:30a-1:30p	CLOSED	CLOSED
Stuart's Landing	8a-11a	8a-2a	10a-2a	10a-1a
The Galley	11a-11p	11a-12a	3p-12a	1p-11p
The Chill	10a-11p	10a-9p	11a-9p	11a-11p

Work Schedules and Attendance

Weekly Work Schedule

Scheduling is per semester and schedules will not change week to week (except catering). Managers will work with you in regards to your availability, however, please note that students are not guaranteed 20 hours per week when working in any dining unit. It is your responsibility to remember when to work.

- Students will not be able to work more than 8 hrs. in a single day whether the shift is split shift or not.
- Students are able to pick up an additional shift that may equal more than 8 hrs but that will be per choice, and will not be officially scheduled for more than 8 hrs per day.

If you cannot work a shift:

- Please provide notice to your supervisor at least two weeks in advance
- Less than two weeks, use the proper procedure for shift swapping
- Finals week – You must work at least two shifts during finals week

Calling Off

If you will not be able to work your scheduled shift, you must CALL in. Failure to call in will result in a NCNS (No Call No Show) which will be an automatic 3 strikes

When Calling:

1. State your name clearly
2. What your shift is that you are calling off?
3. Reason for missing shift

Attendance

Student Employees are expected to report to work as scheduled. Missed shifts that are not excused by your supervisor or covered by another student employee will be assigned **Attendance Strikes**.

Three Strikes Per Semester

- Every unexcused missed shift is 1 Strike
- 3 Late Arrivals/Tardies = 1 Attendance Strike
- Leaving shift early without permission is 1 Strike
 - NCNS – Automatic 3rd Strike
 - Final Warning is given at 3rd strike
- Termination is likely **to happen** at the 3rd Strike

All student employees are able to clock in up to 5 minutes before their scheduled start time. Students will be given up to a nine minute grace period, from the start time of their shift. If a student fails to clock in prior to nine minutes before the scheduled start of their shift, they will be considered late at the 10 minute mark and will include one-third of a strike.

Shift Swapping/Sub requests/Scheduling Conflicts

Each unit has a specific policy for shift swapping.

All requests for shifts off and covering shifts need to go through your unit's official process.

Make sure that you understand the policy. *Not knowing how to request off is not an excused absence.*

Job Performance

Voluntary Separation

You can voluntarily terminate your employment at any time. The general rule that is followed by most industries and employers is to give two weeks' of notice. Voluntarily terminating your employment without two weeks' notice will be a termination in poor standing.

You must work two final's week shifts in order to remain in good standing. If you cannot work two shifts, talk with your supervisor to avoid possible attendance strikes.

Important Rules to Remember

- No outside food or drink is allowed.
- Eating and drinking is in designated areas only
- No use of tobacco products while at work. Smoking in designated areas only on breaks
- No gum is allowed while working
- No cell phone usage is permitted while working. If you need to use your phone, let a supervisor know, and step away from food preparation and/or service areas.

Involuntary separation

- Third attendance Strike
- Poor job performance or insubordination
- Theft
- Working under the influence of drugs or alcohol
- Alteration of work hours
- Vandalism

- Fighting or any physical violence
- Rudeness or verbally abusive to customers, managers, or other employees
- Sexual Harassment or any other type of harassment

If you are terminated, resign without giving two weeks' notice, and/or fail to work the final two weeks of employment, you will not be eligible for rehire within Dining Services or Student Hospitality for at least 60 school days. "School days" will not include weekends, holiday breaks, university closures or days that classes are not in session. At the end of the 60 school day period, you are able to reapply, however, employment will be at the discretion of Student Hospitality and Dining Services.

Reporting to Work

- Your Student ID will be used to clock in and out
- You are to be in uniform, with apron, hat, hair net, face mask and nametag on before clocking in.
- Clocking in and out is done through Kronos, an electronic clock in/out system.
- Must clock in on time (even if you are one minute late, you are late).

Breaks

- Shifts less than 6 hours long – no scheduled break
- Shifts 6 hours or more – 30 minute unpaid break
- Shifts 8 hours or more – 30 minute unpaid break and a 15 minute paid break

Any break given when working less than 6 hours is a privilege and is not required to be permitted by dining unit administration.

Who To Call When Missing Work/Calling Off

Dining Unit Managers Contact Information

Please also refer to pages 4-5 for additional contact information

•

- Kennedy Union – email Greg Allen at gallen3@udayton.edu or Robert Sheets at rsheets1@udayton.edu
 - Emporium – call front phone at 937-229-1436 **and** email manager on duty
 - Virginia Kettering (VWK) – email LeAnn Miller at lmiller1@udayton.edu
 - Au Bon Pain (ABP) – Brittany Ellis– 937-229-5395
 - Central Production – Email Jennifer jinnis1@udayton.edu
 - Marycrest – 937-229-5433, Email Torrence Cohen at tcohen2@udayton.edu
 - Brown St Bistro – 937-229-1468
 - Catering (must speak with a supervisor)
 - Curran Place – 937-229-2276
 - Kennedy Union – 937-229-2232
- GET Delivery Office—937-229-4304

Uniform Policy and Dress Code

T-Shirt

- Two shirts per student are provided
You are responsible for having a **clean** uniform shirt for each shift.
- **NAMETAG:** To be worn on your uniform shirt opposite the logo

Long Pants

- Plain Jeans, black or blue (ABP must be Black Pants)
- Ankles must be covered
- No Cargo, Carpenter, baggy Style Pants, shorts, leggings, cropped pants or Capri pants allowed
- No sweat pants, stretch pants, leggings, or yoga pants.

Shoes

- All Black, Closed-Toed, Closed-Heeled, non-cloth, Slip-resistant shoes are required for all positions in Student Hospitality.
- Shoe reimbursement (up to \$40) after 60 days from start date of employment
- Shoes must be purchased in the tender form of cash, credit/debit card, or personal check. Please note: gift cards and/or rewards certificates will not be reimbursed for your shoe purchase.
- Reimbursement offer valid one time within a 365 day period.
- One pair of shoes per receipt will be reimbursed. **Every student must have their own receipt.**
- No Cloth Shoes, Clogs, Crocs, Flats, Flip-flops, or sandals are permitted.

Head/Hair

- A hat or visor **and** hair net is required and provided by Dining Services
- Hair longer than shoulder length must be tied back and off shoulders and contained in the hairnet.
- No Bandanas
- A beard net will be required if employee's facial hair is longer than $\frac{1}{4}$ of an inch

Jewelry/Accessories

- No dangling earrings or earrings larger than a nickel.
- No nail polish or artificial nails are allowed
- No watches, smartwatches, fitness bands, bracelets, or rings can be worn during the shift. One plain wedding band is permitted.
- Necklaces must be tucked into shirt
- Eyelash strips, extensions, etc. are not permitted while working

Personal Care/Hygiene

- Free of offensive odor, either body odor or strong cologne/perfume
- Clean and neat appearance (uniform, hair, fingernails, etc.)

Mask

- Mask are required as a part of your work uniform. All employees will be required to wear a face mask at all times while working.
- Please make sure that your mask is clean prior to each shift
- Mask must be a solid color, (a UD logo mask is permissible)

Cut Gloves

Any employee using a knife for continuous food preparation, most often in food prep areas, is required to use a cut glove on the hand not holding the knife. This includes Central Production and Catering. A cut glove must also be worn on both hands when using a meat slicer. Cut gloves must be worn on both hands when handling large blades for the Central Production processing equipment and when cleaning, assembling and/or disassembling a meat slicer.

A disposable glove will be worn under the cut glove and another over the cut glove. The cut gloves can be washed in the dish machine and hung to dry. Several pairs of cut gloves are available at each unit.



Shoes For Work

- All black, closed-toed, closed-heeled, non-cloth, **NON-SLIP** shoes are required.
- Shoe reimbursement (up to \$40) after 60 days from start date of employment
- Shoes must be purchased in the tender form of cash, credit/debit card, or personal check. *Please note: gift cards and/or rewards certificates will not be reimbursed for your shoe purchase.*
- Shoes that do not adhere to the guidelines of the shoe policy will be ineligible for reimbursement.
- Reimbursement offer valid one time per year.
- One pair of shoes per receipt. **Every student must have their own receipt.**
- No cloth shoes, clogs, Crocs, flats, flip-flops, or sandals are allowed.
- It would be wise to show your shoes to your manager before your first shift to make sure they are the proper types of shoes to purchase.
- If you fail to adhere to the requirements for shoe requirements, it can lead to non-reimbursement as well as absence from work until the correct shoes are purchased
- Some Stores where you can purchase non slip shoes are listed below. *Shoes can be purchased from other vendors than examples provided.*

Examples of Brands of shoes: TredSafe, Dr. Scholl's, Sketchers

Examples of Stores where shoes can be purchased:

Roderer Shoe Center, Walmart, Meijer,
DSW Designer Warehouse, Shoe Carnival, Target,
Famous Footwear, Kohl's Skechers.com, Amazon.com



Uniform Policy Acknowledgement

I understand that I am responsible for my uniform. If I lose, or misplace my uniform, I understand that I will be required to purchase another through Marycrest Dining.

Prices listed below are subject to change.

Hat \$6.25 each

Visor \$6.00 each

T-Shirts \$8.00 each or \$16.00 for a pair

Print Name _____

Signature _____ Date _____

Compensation

Pay/Benefits

- Student Hospitality Associates starting pay is \$9.00-\$9.50
- Meal benefit available for each shift 4 hours and over
- Annual merit pay increases possible through Student Leadership Program

Pay Periods

- Pa is SEMI-MONTHLY
- Pay Ddates are on the 10th and 25th of each month.
- If the pay date falls on a weekend, you will be paid the Friday before.
- Paid through direct deposit
- Pay periods are from the 1st-15th and from the 16th-end of month.

Example:

March 1st-15th is one pay period. You are paid for this pay period on March 25th.

March 16th-31st is one pay period. You are paid for this pay period on April 10th.

		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Meal Benefit Policy and Earned Periods

The meal benefit program is a privilege. Any abuse of the policy can result in termination of employment.

Policy

- ◆ The meal allowance program applies to only food that is prepared by dining services
- ◆ To-Go containers are not permitted for food items. Food must be consumed on premises and cannot be taken to go.
- ◆ Disposables cannot be used when a China option is available.*
- ◆ You are not permitted to prepare any food yourself. If you would like an item from a station where you work, when your break starts, you must get in line.
- ◆ Printed receipts are required for all purchases made by UD dining employees. Employees must take printed receipt and be willing to present to management prior to leaving for the day.
- ◆ You are not permitted to bring any food/beverage from home.

Earned Periods

- ◆ Shifts less than 4 hours - no meal benefit
- ◆ Shifts 4 hours or more, but less than 6 hours - \$3.50 voucher is given to be used immediately after shift or within 24 hours of receipt if working closing shift.
- ◆ Shifts more than 6 hours with a meal break - \$7.00 voucher is given to be used during 30 min unpaid break only. Food cannot be saved for later or taken home.

Meal Plan Policy Acknowledgement

I UNDERSTAND:

- o The meal benefit is a privilege and should not be abused
- o The \$3.50 voucher is for scheduled shifts of 4 hours or more, and is to be used after my shift, except for when closing.
- o The \$7.00 voucher is for scheduled shifts 6 hours or more, and is to be used during my 30 minute break only
 - o Any leftover food during the 30 minute break must be disposed of, and not kept for later
 - o This meal benefit is for me, and only me, and I will not share food, or give the vouchers to other to use.
 - o I am not permitted to prepare any food yourself, and I must get in line to receive my food.
- o I am not permitted to bring any food/beverage from home. If I require an exception, I will provide medical documentation to my general manager

Print Name _____

Signature _____ Date _____

Transfer Request

Chef Inspired Student Powered.



Student Employee Transfer Request

Please print the following information about yourself in pen

To Be Completed by Student Employee	
Name (Print)	Student ID No.
Current Dining Unit	Reason for transfer request
I understand that this form is filled out accurately to the best of my ability. I am not making any promises or commitments on my part. I understand that I am permitted to transfer to another dining unit. I understand that it is my responsibility to receive my current dining unit's approval to transfer to another dining unit.	
Employee Signature	Date
Transfer Request must be submitted to the Powerhouse Building by the semester deadline of September 30 (Fall Semester) or the last calendar day of the month of February (Spring Semester)	

To Be Completed by Present Manager	
Is this student asking to transfer?	Student's Current Job Position
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Additional Comments for New Manager (Attendance, job performance, etc.)	
Manager's Signature	Manager's Phone Number
Print: _____	Office : _____

To Be Completed by New Manager	
Is this student asking to transfer?	Student's Job Position After Transferring
<input type="checkbox"/> YES <input type="checkbox"/> NO	
Dining Unit	
Manager's Signature	Manager's Phone Number
Print: _____	Office : _____

To be eligible to transfer to a different dining unit, you will need to complete and submit a transfer request form. In order to submit a transfer request you will need to fill out a transfer request form. This form will need to be completed by yourself, your current manager as well as the manager of whichever dining unit you will like to transfer to. Once you have completed the form, you can drop it off to the Dining Services office located in the Powerhouse and a transfer request will be completed. In regards to scheduling at the dining unit you would like to transfer to, it will be your responsibility to make sure your schedule accommodates your needs. When submitting, please keep in mind the deadlines listed on the request form. You are ineligible to transfer once the deadline has past.

Transfer Request Deadline:

Fall Semester: September 30

Spring Semester: Last calendar Day of February

Student Employee Leadership Levels



Student Leadership Program

Level I - Student Hospitality Associate (*Entry Level Training and Development*)

Level II - Student Hospitality Trainer
(*Leadership and Supervision*)

Level III - Student Manager (*Coordinating and Managing*)

Catering Leadership Program

Level I - Student Hospitality Associate (*Entry Level Training and Development*)

Level II - Student Hospitality Trainer (*Leadership and Supervision*)

Level III - Student Hospitality Supervisor

Level IIII - Student Manager (*Coordinating and Managing*)

Student Leadership positions will be appointed by management in the dining unit based upon job performance, attendance, etc. Positions are not appointed based upon the longevity of a student's time in Dining Services.

Student Employee Leadership Levels Descriptions

POSITION	PAY RANGE	UNIFORM	SKILL SET Criteria
Student Hospitality Associate	\$9.00	Level I <i>Red or blue shirt</i> <i>(Au Bon Pain shirts differ)</i>	<ul style="list-style-type: none"> • Entry Level Positions • Knowledge of Safety Procedures • Safety procedures including (knife, food, broken glass, cut gloves, etc.) • Food Safety and Sanitation • Maintains high levels of trash & sanitation procedures • Trash and Sanitation procedures including (sanitizing stations, Properly sort recyclables and trash, dish room) • Knowledge of all emergency procedures • Emergency exits and Fire Extinguishers • Proficient in most stations within dining unit as verified by checklist/quiz • Knowledge of GET orders where applicable
Student Hospitality Associate (Catering Only)	\$9.50		
Student Hospitality Trainer	\$9.50	Level II <i>grey shirt</i> <i>(Au Bon Pain shirts differ)</i>	<ul style="list-style-type: none"> • Able to perform all duties and qualifications as outlined in Level I • Trains new student employees/improves training procedures • Knowledge of Cash Operations/Register operations at dining unit discretion • Station leaders/Trained employee • Receives product/inventory/stocking • Exceptional attendance and communication skills • Proficient in all stations within dining unit as verified by checklist/quiz • Aspiration to train and mentor student employees • Ability to work independently • Great communication skills and excellent attendance • Excellent Attendance • Able to drive UD vehicle where applicable
Student Trainer (Catering Only)	\$9.75	<i>Red or blue shirt</i>	

Student Employee Leadership Levels Descriptions (cont.)

POSITION	PAY RANGE	UNIFORM	SKILL SET Criteria
Student Hospitality Supervisor (Catering Only)	\$10.00	Level III (Catering Only) Grey shirt	Responsibilities as outlined by Catering
Student Hospitality Manager	\$10.00	Level III <i>black polo</i> <i>(Au Bon Pain shirts differ)</i>	<ul style="list-style-type: none"> • Able to perform all duties and qualifications as outlined in Level II • Supervise student employees on shift • Excellent Attendance record • Exceptional Communication Skills • Able to manage peers, as well as be coachable • Manages student staff for operations • Assisting with staff scheduling if/when needed • Responsible for managing BioRAFT information and confirming student employees have completed required training • Assist with Inventory and Delivery • Must be able to work at least 15 hours per week (except Brown Street Bistro)
Student Manager (Catering Only)	\$10.50	Level III (Catering Only)	<i>This position is highly competitive, and one must have exhibited reliable and trustworthy behavior during entire employment experience</i>

Continuing Education and Employment

If you are looking to Join Dining Services as a part-time or full-time employee after graduation, we have plenty of positions that are available.

Did you know as a full time University of Dayton employee you are eligible for tuition remission? Work full time with Dining Services and take advantage of this benefit. Most positions are 9 or 10 months/year allowing time in the summer for relaxing, traveling, and/or enrolling in additional courses.

If you are interested,

visit <https://employment.udayton.edu>

Additional Benefits Include:

- ◇ Health and Savings Insurance
 - ◇ Paid Holidays
 - ◇ Paid Sick Time
 - ◇ Paid Vacation

Meal and Uniform Allowance



Employee Handbook Acknowledgement

I acknowledge that I have reviewed all information in this Employee Handbook and agree with all information. I understand that it is my responsibility to understand and practice all procedures and guidelines as outlined in this handbook. If I have any questions or concerns I will ask a dining unit manager or supervisor.

Print Name _____

Signature _____ Date _____

Employee Information Form

Please Print Clearly:

Name:

Last

First

Middle Initial

Home Address:

OR

Campus Address:

Home Phone: _____ **Cell Phone:** _____ **Student ID:** _____

UD Email: _____ **Work Location** _____

In case of an emergency: Contact Person

Name: _____ **Phone:** _____ **Relationship:** _____

Food Safety, Food Borne Illness and Personal Hygiene Acknowledgment Statement

I _____, acknowledge that I have completed the required training materials, including but not limited to BioRAFT, Orientation, Food Safety, Food Borne Illness, Personal Hygiene, Safety Procedures during a Global Pandemic and/or other required presentations. I understand the importance of these topics and I will adhere to these policies. If I have any questions or concerns, I will make it my responsibility to seek assistance from my immediate supervisor or manager.

Print Name _____

Signature _____

Date _____