Congratulations!

It is my pleasure to welcome you as a new member of the University of Wisconsin—Stevens Point Dining and Summer Conferences team (DSC)! We work to utilize and embrace the individual skills and talents that each employee possesses. While gaining practical life and work experience, employees will earn top university student wages and establish networks and friendships that will last long after graduation.

UWSP Dining and Summer Conferences is present all across the campus—in residential, retail, and catering operations. Upper Debot is home to the residential dining hall, and Lower Debot houses grocery shopping and meal options to-go. The Food for Thought Café is located in the Learning Resource Center (LRC) building, and the Dreyfus University Center (DUC) houses the food court, Homegrown Café, and Catering. Each location offers flexible dining and menu options, service and operating hours.

As students of UWSP, we carry the responsibility and honor of representing the University whenever we interact with the public, just as we represent UWSP Dining & Summer Conferences when we are on the job delivering high quality food and service. As such, it is our responsibility to always maintain the positive image and reputation of the university and DSC by being courteous and helpful at all times.

This handbook addresses the major policies and guidelines established by UWSP Dining and Summer Conferences for all student team members. It is in no way all inclusive, and is subject to change occasionally. Please take the time to thoroughly read and review this information. Your input is always welcome and appreciated.

Again, congratulations, and welcome to the team!
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## UWSP Dining & Summer Conferences  
### Student Employment Mission

**Mission:**

As a student-centered organization, the UWSP Dining and Summer Conferences team creates nutritious and sustainable meals, cultivates community, and enhances the educational experience on campus.

**Vision:**

UWSP Dining and Summer Conferences will be the most successful and respected student managed program in North America.

UWSP Dining and Summer Conferences employment program works hard to develop a reputation as the best place on campus for students to work. In addition to paying a competitive wage, working for UWSP Dining and Summer Conferences provides professional skills that recruiters say they are in search of for entry level employees. UWSP Dining and Summer Conferences employment program is dedicated to being that kind of springboard for students. Student employees are also rewarded financially with longevity opportunities and for advancement within the UWSP Dining and Summer Conferences employment program.

Experience, training, financial resources, fun, friends, and excellent references are offered in return for a genuine commitment; a commitment that allows us to employ dedicated students instead of full time staff to provide valued services to the university community.

### Guiding Principles

- Create a collaborative work environment that educates and engages our student employees
- Integrate sustainability initiatives that support the environmental mission of the University
- Prepare enticing food and menus that feed our culinary senses
- Share our knowledge of food trends and nutrition
- Commit to excellence, integrity, quality and value
- Cultivate community and build lasting relationships
Equal Opportunity/Affirmative Action Policy (EEO/AA)

Equal Opportunity is a legal, social, and economic necessity for the nation and its institutions, including this university.

It is the policy of UWSP to ensure the active and positive implementation of federal, state, University of Wisconsin System and local EEO/AA laws, executive orders, policies, guidelines, plans, rules, and regulations in all aspects of employment and personnel activities and transactions of the university.

University of Wisconsin-Stevens Point (UWSP) prohibits harassment by supervisors or co-workers on the basis of race, color, creed, religion, sex, sexual orientation, national origin or ancestry, age, disability, marital status, political affiliation, arrest or conviction record, identity as a veteran, disabled veteran, Vietnam veteran, or the spouse of a veteran or membership in the National Guard State Defense Force or any reserve component of the military forces of the United States or this state.

Employees who need information about complaint or grievance procedures or who wish to initiate such action may contact the affirmative action officer or the director of human resources, as appropriate.

Qualifications for Employment

Open student positions are available to any interested University student who meets the qualifications for employment:

Enrollment: A student must be enrolled for at least six undergraduate credits or five graduate credits during the academic year. During the summer, an individual is considered to be a student if they are enrolled in classes for the upcoming fall semester, or are taking at least three credits during the summer (under special circumstances, students may be employed in the UWSP Dining & Summer Conferences program during summer who are enrolled in another UW School system in the fall). Graduated students may not be employed unless they fulfill the previously outlined enrollment stipulations.

Employment Status: Student positions are part-time and meant to complement academic pursuits. International Students and students in freshmen standing may work up to 20 hours per week in a given two-week pay period. All upper classmen (sophomores, juniors, seniors) who are non-international students may work up to 30 hours per week in a given two week pay period. During the summer and vacation periods students may work 40 hours per week, if chosen for summer employment. International students are only allowed to work 20 hours per week. Summer employment is determined by internal applicants only. Overtime may be available at supervisor’s request.

Academic Standing: Students in consideration for employment must be in good academic standing. Good academic standing means having both semester and cumulative GPAs of 2.0 or higher. This is verified by Registration and Records at the beginning of employment and each semester thereafter. If a student employee is placed on academic probation for having either a GPA below a 2.0, they will no longer be allowed to work with UWSP Dining and Summer Conferences. Student management staff are required to have at least a 2.0 semester GPA and 2.5 cumulative GPA after each semester. If the student management staff fail to meet this requirement but are at least at a 2.0 with both their cumulative and semester GPAs, they may return to a student employee position.

Students will be notified if they are under the GPA requirement by email. Students will be let go from their position with DSC and will not be allowed to reapply for work with DSC until both their academic and semester GPAs are above a 2.0.

*SFor clarification of good academic standing refer to the UWSP catalog or go online at: www.uwsp.edu/news/uwspcatalog/acad3.htm#Probation

Scheduling & Responsibilities

All student employees are hired with the understanding that their job carries with it the responsibility to work all scheduled hours throughout the entire semester. Substitutes may be arranged following the “Requesting Time Off Policy” outlined on pg. 34.

Work Schedules

A. Regular Hourly Schedule (Sunday—Saturday)
- Students will schedule their hours based on seniority and availability each semester
- Operational needs and individual employees’ abilities may require the original schedule to be altered
- Student employees will schedule new shifts before the start of each semester.
- Checking emails on a frequent basis and over breaks is necessary as important information from UWSP Dining and Summer Conferences is sent via email. Some emails may request responses.
UWSP Dining and Summer Conferences Student Employee Handbook

- Employees are responsible for checking the finals week and holiday schedules at each location to determine their work hours.

B. University Catering/Special Events
- Schedules for catering and special events are determined by the size and number of events/activities.
- The schedules will be posted approximately one week in advance in the catering supervisor’s office, as well as sent electronically through email.
- Employees are responsible for checking the schedule to determine their hours.

C. Employment during Breaks
- If you are able and interested to work during breaks, you must express interest to your unit manager and get their approval prior to working over academic breaks.
- Communication will be sent to current employees prior to Spring Break with instructions on how to apply for summer work. There is limited work available during breaks, so employment is limited with varying schedules.
- Summer employment is determined by unit managers and the assistant director.

Responsibility and Accountability
- Be on time for shifts and use the Mutual Agreement (MA) form if you cannot work assigned shifts.
- Adhere to UWSP Dining and Summer Conferences policies and procedures as outlined in the handbook.
- Understand the roles of general service student staff, student managers, classified staff, and unit managers.
- Take responsibility for personal actions and learns from errors.
- Take responsibility for his/her learning.
- Understand the UWSP Dining and Summer Conferences Mission and Vision.
- Accept constructive feedback from student management staff, classified staff and unit managers.
- Understand the importance of balancing classes, work, volunteer activities and extracurricular commitments.
- Understands formal and informal communication mechanisms: one-on-one, group, feedback link, emails, and social media.

UWSP Dining and Summer Conferences
Job Descriptions

General Service Staff
- Catering Wait Staff
- General Staff Member
- Upper Debot Floater
- Student Driver

Student Management Staff
- Catering Student Manager
- General Service Student Manager
- Student Operations Manager

Student Office Staff
- Student Director
- Student Human Resource Manager
- Web Manager
- Graphics Designer
- Videographer
- CBORD

To maintain any position with UWSP Dining & Summer Conferences, employees must:
- Be at least a part-time students (enrolled in at least six undergraduate or five graduate credits)
- Be in good academic standing (cumulative and semester GPAs of 2.0 or higher)
- Must satisfactorily complete orientation and all trainings for this position
- Must successfully complete the Point to Food Safety examination and score at least a 80%. Employees will have three initial chances to receive a passing grade of 80%. If a 80% or higher is not achieved, the employees will go over the information in the Point to Food Safety exam with student management staff at their probationary evaluation.
- Must sign DSC Student Employment Handbook within two weeks of hire and at the start of every semester.
- Upon completion of the eight-week probationary period, the full-time supervisor or student manager will conduct a performance evaluation resulting in the applicant’s continued employment or termination.
**Catering Wait Staff**

**Accountability:** The Catering Wait Staff report to the Catering Student Manager, assistant Catering Manager, and the full-time Catering Manager of UWSP DSC.

**Scope of Responsibility:** Serve as the waiters and waitresses at catered events, with hours during the academic year depending on the day and time events are reserved. Most hours will be nights and weekends. Some work during the break may be possible.

**Specific duties:**
- Daily opening and closing procedures.
- Knowing proper wait staff protocol for serving customers.
- Keep serving area clean.
- Have the ability to handle stressful situations.
- Attend weekly staff meetings.
- Ability to lift pans, weighing up to 40# between production area, carts and service area.
- Ability to bend, stoop, twist and lift up to 60# when storing, stocking and gathering prepared products and/or inventory items.
- Ability to stand and walk on hard floors for extended period of time.

**Qualifications:**
- Must be able to work nights and weekends.
- Must be able to work a minimum of four weekends a semester with some during breaks.
- Have at least two semesters remaining at UWSP.

**Knowledge and Skills:**
- Ability to lift pans, weighing up to 40#, between production area and carts
- Ability to bend, stoop, twist, and lift up to 60# when storing, stocking, and gather prepared products and/or inventory items
- Ability to stand and walk on hard floors for extended hours
- Requires the safe and efficient use of food service equipment such as ovens, grills, VCMs, food chopper and processors, steamers, slicers, etc., as well as understanding the proper way to clean food service equipment.

**General Staff Member**

**Accountability:** Report to the Student Manager and full-time supervisor of UWSP DSC for his/her unit.

**Scope of Responsibility:** A UWSP DSC general food service employee is responsible for all phases of food service on the UWSP campus. Setup, service, cashiering, and clean up all fall within the scope of this position and each position will fluctuate depending on time of day and food service venue in which they work.

**Specific duties:**
- Take and give patrons quick and courteous service
- Prepare customer’s order using the proper recipe, portion and technique
- Follow proper cooking, storage, and food handling techniques
- Keep work area clean, safe, and orderly at all times
- Complete training on all pieces of equipment prior to use
- Know how to assemble, disassemble, and clean equipment
- Assist in all phases of set up, service and clean up in operation as needed
- Accurately and efficiently tell and charge patrons for purchases
- Assure security of cash register
- Follow proper reporting procedures if theft is observed
- Perform other duties as assigned

**Qualifications:**
- Must be able to work a minimum average of 8 hours per week during the academic year (16 hours on a timecard).
# Upper DeBot Float Employee

**Accountability:** Report to Unit Manager and SOMs in Upper DeBot.

**Scope of Responsibility:** A UWSP DSC Upper DeBot Float Employee is responsible for all phases of food service in Upper DeBot Setup, service, cashiering, and clean up all fall within the scope of this position and each position will fluctuate depending on time of day and food service venue in which they work.

**Specific duties:**
- Provide patrons quick and courteous service
- Prepare customer’s order using the proper recipe, portion and technique
- Follow proper cooking, storage, and food handling techniques
- Keep work area clean, safe, and orderly at all times
- Complete training on all pieces of equipment prior to use
- Know how to assemble, disassemble, and clean equipment
- Assist in all phases of set up, service and clean up in operation as needed
- Accurately and efficiently tell and charge patrons for purchases
- Assure security of cash register
- Follow proper reporting procedures if theft is observed
- Perform other duties as assigned

**Qualifications:**
- Due to the nature of the job willingness to learn and flexibility is important for this position as your schedule/responsibilities will change weekly.
- Must be able to cover a variety of shifts during short staffed days or shifts previously requested off by employees. While certain shifts may be priority over others you will not be required to work during any academic event.
- Must be able to work a minimum of 6 hours per week during the academic year (12 hours on a timecard). If under 12 hours per pay period the individual will incur disciplinary action (please refer to page 37 of the handbook).

# Student Manager—Catering

**Accountability:** The catering student manager reports to the catering manager and assistant catering manager.

**Scope of Responsibility:** A UWSP Dining & Summer Conferences Student Manager is responsible for the smooth operation of all personnel and operational aspects of the catering unit.

**Specific Duties**
- Must attend a Responsible Beverage Serving Training session online and obtain a Bartending License within the first semester of employment
- Supervise and train UWSP Dining & Summer Conferences student staff in specific tasks: proper and attractive plating, cash handling, inventory, stocking, and/or customer service as needed
- Attend weekly meetings (including Student Supervisors staff, Unit meetings, one-on-one supervisory)
- Evaluate the work performance of each employee at least once per semester and enforce DSC policies and rules to maintain a professional operation
- Develop, revise, interpret, and implement all personnel policies for the unit using the guidelines set by the UWSP DSC Student Employment Program
- Ensure that all equipment is maintained properly and in a cost effective manner
- Perform other duties as assigned

**Qualifications:**
- Have at least two semesters remaining at UWSP.
- Must meet State of Wisconsin requirements for driving state vehicles.
- Applicants for this position must demonstrate leadership abilities, good interpersonal skills, excellent oral and written communication skills, and developed listening skills.
**Student Manager—General Service**  
*(DUC Food Court, Upper DeBot, Lower DeBot, Food for Thought Café, Homegrown Café)*

**Accountability:** Reports to the full-time staff supervisor in the respective UWSP Dining & Summer Conferences Unit.

**Scope of Responsibility:** Responsible for the smooth operation of UWSP DSC & Summer Conferences retail and dining units.

**Specific Duties:**
- Lead and train UWSP Dining & Summer Conferences student staff in specific tasks: proper and attractive plating, cash handling, inventory, stocking and/or customer service as needed.
- Lead weekly student staff meetings.
- Attend weekly meetings (including student supervisor staff, unit meetings, one-on-one supervisor).
- Enforce UWSP DSC policies and rules to maintain a professional operation.
- Ensure that all equipment is maintained properly and in a cost effective manner.
- Participate in selection process when job openings occur within your unit.
- Perform other duties as assigned.

**Qualifications:**
- Must have previous work experience within the UWSP DSC.
- Must be able to work a minimum of 15 hours per week during the academic year. (Hours may be available over the summer session but might not be within the student manager title.)
- Must attend weekly Student Manager meetings at their location. The weekly meeting is not included in the minimum 15 hours per week that DSC requires for SMs.
- Demonstrate leadership abilities, good interpersonal skills, excellent oral and communication skills, and develop listening skills.

**In the event that a student manager resigns from his/her SM position and changes his/her mind or wishes to return after he/she put in his/her resignation, he/she will be allowed to return as only a student worker. He/she may not return to the location where he/she was a student manager.**

**Student Operations Manager**  
*(DUC Food Court, Upper DeBot, Lower DeBot, CBORD)*

**Accountability:** The Student Operations Manager reports to the Unit Manager in the respective UWSP Dining & Summer Conferences unit.

**Scope of Responsibility:** A UWSP Dining & Summer Conferences Student Operations Manager is responsible for the smooth operation of all financial, personnel and operational aspects of their unit.

**Specific Duties:**
- Supervise and train UWSP Dining & Summer Conferences student manager staff in specific tasks: proper and attractive plating, cash handling, inventory, stocking shift manager and/or customer service as needed.
- Regulate internal affairs of the unit in conjunction with the Unit Manager.
- Provide structure and oversight for student manager work schedules.
- Lead or participate in weekly student staff meetings.
- Attend weekly meetings (including Student Supervisors staff, Unit meetings, one-on-one supervisory meetings).
- Evaluate the work performance of each student manager at least once per semester.
- Enforce UWSP DSC policies and rules to maintain a professional operation.
- Interpret and implement all policies for the unit using the guidelines set by the University DSC Employment program.
- Provide final recommendations to unit manager for all new Student Managers hired in the unit.
- Manage the absence tracker recording system in conjunction with the Student Human Resource Managers.
- Perform other duties as assigned, including the support of other units.
- Must be able to work a varied work schedule with unstructured hours.

**Qualifications:**
- Only student managers can be nominated for this position by unit managers with the approval of the Director, Assistant Director of Business, and the Assistant Director of Culinary Operations.
- Work a minimum of 15 hours per week during the academic year, in addition to some hours during breaks.
- Have at least two semesters remaining with UWSP.
- Demonstrate excellent leadership abilities, outstanding interpersonal skills, excellent oral and written communication skills, and developed listening skills.
**Student Director**

**Accountability:** The Student Director (SD) reports to the director and assistant directors of UWSP DSC.

**Scope of Responsibility:** The SD is responsible for creating vision, supporting the mission, coordinating, and promoting the Student Employment Program for UWSP DSC.

**Specific Duties:**
- Assist student managers and supervisory staff with student employment staffing and development
- Serve as a liaison between student employees and the University DSC management staff
- Serve as the back-up UWSP Dining & Summer Conferences Student Human Resource Managers as needed
- Prepare for and attend the Job Fairs during spring semester
- Provide updated information to the web feeder throughout the academic year and summer session
- Interact with all UWSP Dining & Summer Conferences student employees and classified staff on a regular basis in an effort to promote positive work environments, gauge morale, address issues, and recognize positive work performance
- Attend one Student Manager meeting per week—alternating locations weekly
- Expectation is to spend a quarter of scheduled time working with SMs and student employees building relationships, training, and communicating
- Play an active role in promoting UWSP Dining & Summer Conferences with Freshman Orientation seminars through planning and attendance, as well as coordinating Resource Room programming
- Work with the graphic designer to update posters/brochures/communications/handbook
- Plan and organize student employee trainings and kick-off sessions as needed
- Coordinate SM trainings seminars each semester
- Other duties as assigned

**Qualifications:**
- Must have a cumulative GPA of at least 2.5 and semester of at least 2.0
- Minimum of 20 hours per week during academic year, and up to 40 hours a week during breaks
- Have at least two semesters remaining with UWSP
- Demonstrate strong leadership abilities, good interpersonal skills, excellent oral and written communication skills, and developed listening skills
- Must be able to work with very limited supervision and have a balanced knowledge of the campus’s student employment operations and policies.

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**Student Human Resource Manager (SHRM)**

(NUC Food Court & Cafés; Upper DeBot & Lower DeBot)

**Accountability:** The SHRM reports to the student director and assistant director of UWSP DSC.

**Scope of Responsibility:** The SHRM is responsible for most human resource functions involving student employees: reviewing applications, interviewing, hiring, and payroll duties including verifying the student payroll for approximately 400+ students on a bi-weekly basis, and maintaining employee discipline records. This position acts as a liaison between the UWSP DSC student employees and the Campus Payroll Office and is responsible for initiating and maintaining all payroll and personnel records for University DSC student employees. This position requires a high degree of confidentiality and accuracy.

**Specific Duties:**
- Review applications submitted, contact candidates for interviewing, interview candidates with the assistance of the SD and SMS
- Meet with all newly hired employees to complete and process personnel and payroll paperwork
- Complete hiring of student employees in the Quest system for academic year and summer terms
- Weekly to daily checks for exceptions in the HRS PeopleSoft system during each pay period
- Bi-weekly verification of student information and management approvals in the HRS PeopleSoft system before the end of each pay period
- Participate in a weekly meeting with the Assistant Director and SD
- Maintain personnel and computer files for current and past employee information
- Become familiar with the UWSP Dining & Summer Conferences Employment Program
- Assist the student director and UWSP DSC staff with special projects
- Attend at least 75%-80% of the Student Manager meetings at assigned locations during the semester
- Give a payroll presentation at employee orientations
- Other duties as assigned.

**Qualifications:**
- Maintain a minimum of 15-20 hours of work each week and scheduled office hours at least four days per week during the academic year, including working every other Sunday for approx. 4 hours
- Have at least two semesters remaining with UWSP
- Must be able to work with limited supervision, demonstrate a sense of teamwork, have excellent communication and interpersonal skills, demonstrate problem solving and research skills, focus on accuracy and organizational abilities, and preferably have some existing knowledge of UWSP employment operations and policies.
- Must have ample experience working with the Microsoft Office Suite
Videographer

**Accountability:** The Videographer reports to the student director, assistant director, and director of UWSP DSC

**Scope of Responsibility:** The UWSP DSC Videographer is responsible for the planning, implementation, creation and maintenance of the UWSP DSC training videos and YouTube website.

**Specific Duties:**
- Plan, design, implement, and maintain the DSC YouTube page on the campus web server, following UWSP campus protocol
- Act as a technical consultant regarding editing and filming videos
- Meet regularly with the fulltime staff of UWSP Dining & Summer Conferences as well as other departments for planning and problem solving
- Other special projects as assigned by supervisors

**Specific Skills Needed:**
- Strong Video editing and filming skills
- Strong working knowledge of video recording hardware and software troubleshooting
- Excellent oral and written communication skills, time and task management skills, the ability to work successfully with limited supervision
- Strong analysis, leadership, and interpersonal skills

**Qualifications:**
- Maintain a minimum of 10-15 hours a week during the academic school year, with additional hours as needed
- Must have at least two semesters remaining at UWSP
- Must be able to work with very limited supervision
Web Manager

Accountability: The Web Manager (WM) reports to the student director and assistant director of UWSP DSC.

Scope of Responsibility: The UWSP Dining & Summer Conferences Web Manager is responsible for the planning, implementation, and maintenance of the UWSP Dining & Summer Conferences web pages. The Web Manager may be responsible for assistance in system planning and implementation, along with training and technical support for users.

Specific Duties:
- Plan, design, implement and maintain the UWSP DSC web page(s) on the campus web serve, following UWSP campus protocol
- Act as a technical consultant regarding computer related activities and the acquisition of computer hardware and software
- Meet regularly with the full-time staff of UWSP Dining & Summer Conferences as well as other departments for planning and problem solving
- Other duties/special projects as assigned by the full-time supervisors.

Specific Skills Needed:
- Strong programming skills and experience with Microsoft SharePoint, HTML, and CSS
- Experience with Active Server Pages 3.5, VBScript, MySQL, JavaScript, and Action Script encouraged
- Working knowledge of SharePoint Designer, Microsoft Expression Web, the Adobe Suite, and other current web creation and development tools such as Adobe Flash
- Up-to-date knowledge of full web standards compliance. This means following the W3C recommendations, which include knowing how to use:
  - Extensible Hypertext Markup Language—XHTML 1.0 or higher
  - Cascading Style Sheets—CSS level 1, 2 or higher
- Strong working knowledge of computer hardware and software troubleshooting
- Excellent oral and written communication skills, time and task management skills, the ability to work successfully with limited supervision and understanding of basic design concepts
- Strong analysis, leadership and interpersonal skills

Qualifications:
- Maintain a minimum of 15-20 hours of work each week during the academic year; and up to 40 hours per week during summer and break periods
- Have at least two semesters remaining at UWSP

CBORD Production Support

Accountability: The CBORD Nutrition Specialist reports to the CBORD Operations Coordinator.

Scope of Responsibility: The CBORD Nutrition Specialist is responsible for assisting with service menu creation, recipe creation, creating key names and helping the inventory control coordinator.

Specific Duties:
- Service menus—create for all locations, forecast, enter actuals
- Create key names for vendor items
- Forecasting—work with area managers for forecasting needs
- Filter vendor products
- Recipe creation—test, edit, verify recipe yields, verify ingredient yields (shrink)
- Interview and train fellow student CBORD staff
- Other duties as assigned

Qualifications:
- This position is the second position in the student CBORD employee progression series. It requires complete mastery of the CBORD Data Entry Clerk position before being considered for this position
- Preference is given to students in dietetics, nutrition or health promotion majors or minors
- Must demonstrate great keyboarding skills, have a high attention to detail and accuracy, food service knowledge, good interpersonal skills, excellent oral and written communication skills, and developed listening skills
- Must possess the ability to work with very limited supervision
- CBORD Production Support can work 15-30 hours per week during the academic year, and more during breaks
- Wage starts at $9.50/hour
CBORD Nutrition Specialist

Accountability: The CBORD Nutrition Specialist reports to the CBORD Operations coordinator.

Scope of Responsibility: The CBORD Nutrition Specialist is responsible for the accuracy of nutritional information within UWSP DSC.

Specific Duties:
- Create nutrition labels for items in CBORD using USDA Nutrient Database and product nutrition labels
- Link created nutrition to items in CBORD
- Trouble shoot recipe and item nutrition inaccuracies
- Perform allergen identification and ingredient analysis—contact manufacturers and prime vendors to attain accurate information
- Work with the filter system to accurately identify gluten free, vegan, and vegetarian items
- NetNutrition—linking of service menus, verify accuracy of information
- Cycle menu creation with collaboration from the Executive Chef and other culinary staff
- Special event menu creation with collaboration from the Executive Chef and other culinary staff
- Interview and train fellow student CBORD staff
- Other duties as assigned

Qualifications:
- This position is the 3rd position in the student CBORD employee progression series. It requires complete mastery of the CBORD data Entry Clerk position and the CBORD Production Support position before being considered for this position.
- Preference is given to students with dietetics, nutrition or health promotion majors or minors
- Must demonstrate great keyboarding skills, have a high attention to detail and accuracy, food service knowledge, good interpersonal skills, excellent oral and written communication skills, and developed listening skills
- Must possess the ability to work with very limited supervision
- CBORD Data Clerk can work 15-30 hours per week during the academic year, and more during breaks
- Wage starts at $10.00/hour

Student Driver

Accountability: The student driver reports to the receiving and purchasing Manager.

Scope of Responsibility: The UWSP Dining & Summer Conferences Student Driver is responsible for the safe and quick delivery of products from DeBot, the DUC, and outside vendors as needed.

Specific Duties:
- Pick up and deliver product between UWSP Dining & Summer Conferences operations
- Pick up product from outside vendors
- Communicate with inventory control coordinators and student managers
- Safely operate a large state delivery vehicle
- Complete training on equipment prior to use
- Perform other duties as assigned

Knowledge and Skills:
- Ability to lift product weighing up to 50 pounds, between production area and truck
- Ability to bend, stoop, twist, and lift up to 75 pounds when storing, stocking and loading products and/or inventory items
- Ability to stand and walk on hard floors for extended hours
- Requires the safe and efficient use of a state vehicle

Qualifications:
- All applicants MUST be available to work 6:30 a.m.-9:30 a.m. Monday through Friday each week during the academic year, with possible hours over the break periods and during the summer session.
- All applicants must be of 18 years of age and must have possessed a drivers license for a minimum of two years
- Must have the ability to drive a large delivery vehicle
- Applicants must have at least two semesters remaining at UWSP
Online Timecards

**Online Timecard (PeopleSoft):**
Employees’ online timecards may be referred to as PeopleSoft. Timecards within the UWSP DSC Employment Program are done online through PeopleSoft which is available through myPoint. Login ID and password for PeopleSoft will be the same as the student’s University ID and password.

**Timecards on PeopleSoft must be completed in the following manner:**
- Students must fill in their shifts for each day worked in the corresponding spaces on a daily basis. Make sure to put AM or PM in the correct spaces or use military time.
- Press “submit” after every change to the timecard.
- Students need to enter and submit all hours by 8am every Sunday.
- The payroll due dates will be determined at the beginning of each semester and summer break.
- Timecards are logged in 15 minute increments (examples on pg. 25).
- Timecards submitted after the deadline (11 a.m. Monday after hours are due) could receive their paychecks late, and/or will be asked to fill out a temporary timesheet.
- Falsification of hours will result in disciplinary action.
- The first falsification of hours will result in a verbal warning. The second falsification of hours will result in a written warning. The third falsification of hours will result in termination

**Pay Stubs**
It will be the student employee's responsibility to check his/her pay stub in his/her My UWSystem to make sure that wage information is correct.
- Pay stubs can be found on the My UWSystem under “Payroll Information”

**Temporary Timesheets**
- A temporary timesheet is a pre-made paper timecard that DUC 241 receives from you as a replacement for entering hours into PeopleSoft for a certain pay period.
- Employees will be asked to fill out a temporary timesheet if they fail to enter their hours into their PeopleSoft account by the pay period deadline.
- An employee is allowed to turn in two temporary timesheets per semester. The second temporary timesheet will result in a written warning. The third timesheet turned in will result in termination. A temporary timesheet that is turned in because you cannot access your PeopleSoft account due to Old Main processing will not be counted against you.
- Timesheets must be signed by a student manager or unit manager before they are turned in. Student managers must get their timesheets signed by a student operations or unit manager.
PeopleSoft FAQs

Location
https://my.wisconsin.edu/

- See the DSC homepage under “Student Staff” for further information.

Username and Password

- Your PeopleSoft user name and password is the same as your UWSP logon ID and password.

To Access Your Timecard:

- Under your myPoint Finances tab, you can access your timecard under the “Student Jobs & Opportunities” heading. Click on the “My UW System” link and then select the University of Wisconsin—Stevens Point option.
- Follow the prompt to logon.
- Under the “Time and Absence” heading, select the “Timesheet” option.
- You will be prompted to enter your logon ID and password again.
- If you work more than one job on campus or work at more than one location for DSC, you will be asked to select a timesheet. Select the appropriate job/location to enter in hours. Ex: Upper DeBot and Bakery, Lower, DUC and Food For Thought (FFT), Homegrown Café (HGC) or catering.
- For each timecard only enter in the hours you worked at that location.

Recording Hours:

- On your timecard you have to enter your “in” and “out” times.
- You will see that there are two sets of “in” and “out” options. If you work more than one shift during a particular day, you will need to use both sets of “in” and “out” times. If you work only one shift, you should enter your “in” time in the first “in” option, and your “out” time as the last “out” option.
- Remember to enter AM or PM after each time entered if you are using regular clock hours. If you are using military time it is not necessary.
- PeopleSoft hours are due every Sunday at 8am.
- When you enter in your time in PeopleSoft, you must enter to the nearest 15 minutes. Between 0 and 7 minutes, your time must be rounded down. Between 8 and 15 minutes, your time must be rounded up.

Examples:

11:58am  = 12:00pm
12:07pm  = 12:00pm
14:32 = 14:30
17:50 = 17:45

- If you have a midnight shift (Lower) please enter your end time as 11:59 p.m. If you work past midnight (Catering) follow the same directions for the “in” time, and enter your end time in the second “out” column on the day following your scheduled shift.
- Hit SUBMIT every time you alter your timecard.

Additional Information Concerning PeopleSoft

- Entering hours in PeopleSoft is the responsibility of the student employee. If you forget to enter your hours, you must go and see a student human resources manager for a temporary timesheet. Temporary Timesheets can be found on the DSC website or outside DUC 241. Forgetting to enter your PeopleSoft hours may delay your paycheck.

The directions for how to use PeopleSoft is available at http://www.uwsp.edu/dining/Pages/Employment/Student-Staff.aspx

***Do not hesitate to contact our student human resource managers if you have any questions about entering time into PeopleSoft. You may contact them via email: dscshrmgr@uwsp.edu or dscdshrmgr@uwsp.edu.

Pay Increases

Wage Increases

- All returning student employees will receive a 25 cent wage increase upon their return to UWSP DSC each fall.

Great Idea Projects

- UWSP Dining and Summer Conferences staff may submit proposals for ideas and initiatives that will help improve operations. The proposals must fully detail the resources, steps and potential cost savings of the project. The submitter fully “owns” the project from beginning to end. UWSP Dining and Summer Conferences management staff will assist only.
- Workers are eligible for the 10 cent increase and $125 for the first two Great Idea Projects accepted and implemented. After the first two implemented projects, the worker will only receive the $125 bonus.
**Wage Classification Scale**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Service</td>
<td>$8.00/hour</td>
</tr>
<tr>
<td>Student Driver</td>
<td>$8.50/hour</td>
</tr>
<tr>
<td>Student Managers/Videographer</td>
<td>$9.00/hour</td>
</tr>
<tr>
<td>Web/Graphic Manager/CBORD</td>
<td>$9.00/hour</td>
</tr>
<tr>
<td>SHRM</td>
<td>$10.00/hour</td>
</tr>
<tr>
<td>Student Operations Manager</td>
<td>$10.00/hour</td>
</tr>
<tr>
<td>Student Director</td>
<td>$11.00/hour</td>
</tr>
</tbody>
</table>

Promotions

Students are encouraged to apply for leadership positions within the UWSP DSC student employment program. These positions include duties of increased responsibility and are, therefore, compensated with a higher base wage. Student employees do not receive an increase in pay during the training process for a new position. If at any point an employee moves from a student management classification to a general food service classification, then the employee will no longer be able to schedule hours at the location that he/she was a manager.

Starting Student Manager Wages

- When promoted to student manager, wages will be start at $9.00
- Wages above $9.00 will receive a $0.15 raise over current wage when promoted to SM.
- A 25 cent returning raise will be added to the new wage as well in the fall

On the Job Training

On the job training is used in all areas of the UWSP DSC. This form of training requires the manager or assigned co-worker to give extra attention (such as instruction or constructive criticism) to the new employee when needed. If student employees would like additional training, they should contact the student operations managers of the location.

Overtime Pay

When working for UWSP DSC, students are not allowed to work over 40 hours per week (80 hours per pay period) during the summer and over 30 hours per week (60 hours per pay period) during the school year per university regulations. For any hours that are worked that would be considered overtime, U.S. Department of Labor regulations will be followed.

Uniform Replacement

Should you lose any part of your uniform you will be charged for the cost of replacing that item. The charges must be paid upon receipt. The costs are as follows:
- Shirt: $6.00 (XXL and up is $7.50)
- Hat: $3.00
- ID Badge: $5.00

International Students

International Student may only work up to 20 hours per week. Social Security Cards must be provided before beginning work shifts.

Staff Meals

- All student staff will receive an off campus meal plan.
- Student Staff: 25 meals
- Student Managers/SHRMS: 50 meals
- SOMs/Student Director: 75 meals

Tax Information & W2

- Tax information can be found on your “My UW System” login page under the “Payroll Information” box and by clicking the “Tax Statements” tab.
- Your tax information and claims can be changed by filling out a new form in the campus payroll office in Old Main 133.
**Policies**

- Employment Policies
- Injuries & Accidents
- Equipment Use

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**Employment Policies**

**Probation Policy**

The UWSP Dining and Summer Conferences employment program enforces a probationary period upon employment. The period exists for the first eight weeks worked by an employee or the first eight weeks for a newly promoted position. After the probationary period is complete, a manager should arrange to meet with the student and discuss the probationary term evaluation. The manager should then return the signed probation form to the student director.

A probationary period may be extended if the unit manager feels it is appropriate.

During this period, both parties reserve the right to terminate employment without penalty or explanation.

**Graduating Seniors / Departing Employees**

Graduating/departing employees should request an Exit Survey form from the student director no later than four weeks prior to leaving. Once the form is filled out it should be returned to DUC 241 to be placed in the employee’s personnel folder. Employment will discontinue at the close of the employee’s final academic semester.

**Nepotism Policy**

Two members of the same family may be employed by UWSP DSC Conferences at the same time and they may work in the same department. In order to prevent a conflict of interest, related (including engaged) persons may not participate in decisions determining probation, hiring, or raises for each other. At any level, employees shall not be present in any meetings devoted to discussing such matters. When two related persons are employed in the same department, and one is the manager, another person or a committee shall be designated to perform the functions of the supervisor.

**Consensual Relationship Policy**

When a conflict of interest exists, or may exist, in the context of a consensual romantic and/or sexual relationship, the individual with the power or status advantage must immediately notify his or her immediate manager. The manager is responsible for making arrangements to eliminate or mitigate a conflict where consequences might prove detrimental to the university or to either party in the relationship.

This means that the person with the power advantage, such as a student manager, must report the relationship to his/her unit manager, and may not supervise or evaluate a student worker if a romantic and/or sexual relationship exists.
**Meal Breaks**
- Meals breaks are not paid. If employees take a break during their shift, they must get permission from their unit manager first and log the correct time in PeopleSoft.
- During the summer when most employees are working full-time, meals will be provided during your working hours. For training and orientation sessions, meals will be provided based on the length of the session. Any findings of abuse of this policy will result in disciplinary action up to termination. Retail theft from any location may result in fines up to $263.00, as well as termination.
- Student employees are eligible for a meal break if they work 8+ hours: two-15 or one-30 minute unpaid break (with unit manager approval)

**Leaving Your Work Station**
You are expected to inform your unit manager or the student manager on duty if you must leave your work station. During your shift you can make or receive emergency telephone calls (after notifying your manager). All other telephone calls or personal business (i.e., feeding the parking meter and smoke breaks) must take place during authorized meal break(s). Smoke breaks must not occur during meal service periods and must take place at designated smoking areas.

**Food Safety & Sanitation**
Employees must adhere to all sanitation guidelines as prescribed by the City of Stevens Point and UWSP DSC. Specifically, logs and other documentation as determined by your job description must be taken and maintained. There will be no eating in any food preparation or service areas. Drinks must be in containers with lids. Gloves must be worn when handling all ready-to-eat and potentially hazardous foods. Gloves must also be worn when handling or stocking dishware. Proper hygiene must be strictly adhered to when using restrooms. Point to Food Safety must be completed within the first semester of hire. An exception will be made if an employee is hired within the last month of the semester. Employees must score at least a 80% or higher on their Point to Food Safety exam or they will need to retake it at their eight month of the semester. Employees must score at least a 80% or higher on their Point to Food Safety exam or they will need to retake it at their eight month of the semester. Employees must score at least a 80% or higher on their Point to Food Safety exam or they will need to retake it at their eight month of the semester. Employees must score at least a 80% or higher on their Point to Food Safety exam or they will need to retake it at their eight month of the semester.

**Electronic Devices**
All personal electronic devices (including phones, mp3 players, etc.) must be turned off and put away during working hours. You may provide your location’s telephone number to your family in the event that an emergency arises.

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**Customer Service**
We are here to serve our customers. We must smile, be polite and friendly at all times. If you need assistance to help a customer, contact a manager immediately.

**Contact Information**
Employees are expected to provide up-to-date contact information on their myPoint account including address, telephone number and emergency contact numbers.

**Employee Grievance Procedure**
When you have a complaint or a suggestion for your area or UWSP DSC, please discuss it with your student manager and then the student director. If you do not receive a satisfactory response, contact the unit manager. The next level of appeal is the UWSP DSC assistant director, then to the director. They will follow up on your complaint or suggestion until everyone has received a satisfactory response.

**Resigning from Your Position**
To resign from your position, please contact your area manager either by email or in writing. If you wish to be in good standing and receive a professional reference with UWSP Dining and Summer Conferences after your departure you must also fill out a two week notice form, two weeks prior to the last scheduled shift. Your resignation will then be passed on to the student director to set-up an exit interview.

**Points System:** For disciplinary procedures relating to attendance, UWSP Dining and Summer Conferences uses a points system. Points can also be assigned for not signing the cashier agreement or picking up uniform items in a timely manner.

- **During Academic Year:**
  - Late less than 30 minutes for a shift: 1 point
  - 30+ minutes late—1/2 of shift: 2 points
  - 1/2 of shift or longer late: 3 points
  - If you call-in 2+ hours prior to your shift it will result in 1 points.
  - If you call-in 1-2 hours prior to your shift it will result in 2 points.
  - If you call-in less than 1 hour prior to your shift or during your shift will result in 3 points.
  - No Call No Show (NCNS): 4 points
  - Missed meeting: 1 point
  - Employees are allowed two family emergencies per academic year without documentation. After two unexcused family emergencies, points will accumulate.
  - If you call-in for a shift and bring in a signed and dated doctor’s or professor’s note for your absence you will not receive any points and will be
counted as excused for the shifts specified on the doctor’s excuse. If going to Health Services on campus (Delzell Hall), the student employee must ask for a note saying they were seen on said day and have it signed by the nurse or doctor.

* If you call-in to two locations in the same day, you will receive points from the call-in that had the most amount of points.
* If a NCNS occurs and a student brings in a note, the points given will be reduced to two points. The reason that points are reduced and not removed is because the employee did not follow the proper call-in procedure.
* If an employee has two consecutive shifts and NCNSs, then 4 points will be assigned. If an employee has two nonconsecutive shifts and NCNSs, then 8 points will be assigned.
* Students may receive points for leaving a shift early pending the unit manager’s discretion.

A worker’s points log run from fall orientation through the last day of spring semester and is reset to zero points for the next academic year. In an academic year, if a student worker acquires 10 points or 2 NCNS he/she will be terminated. If a SM/SOM acquires 8 points or 2 NCNS he/she will be terminated.

Students are fully responsible for understanding the attendance point system. During the fall semester, students will be notified once their receive five points. During the spring semester, students will be notified after every point accumulated. You are able to verify your attendance points by checking with a student human resources manager.

During Summer Break:
Summer employee point logs run from summer orientation —fall orientation of each year and are reset to zero points at fall orientation. In a summer session, if a student worker (regular, SM, or SOM) acquires 8 points they will be terminated. The point values listed for the academic year (pg. 32) are the same for summer session as well.

University DSC Directory (Call-in Numbers)
- Upper DeBot (Josh Berg)…………………………..715-346-3847
- Lower DeBot (Karen Witkowski)………………..715-346-4391
- DUC Food Court, Hgc, Ftt (Becky Konkol)….715-340-0076
- Catering (Chris Walkoe)..............................715-340-8727
  (Marshall Lee)…………………………………..715-340-7695

*Calling-in to leave a voice message or sending an email does not constitute speaking with a student manager or unit manager and is considered improper call-in procedure. If an improper call-in procedure occurs, a DUC 241 staff member will go over the correct call-in procedure with the employee.
**Leave of Absence**
A one-semester leave of absence may be available to students employed with DSC. To qualify for a leave of absence, the employee must meet the following requirements:

- **Must** be in good standing with DSC for at least one semester
- **Must** be in good academic standing (cumulative and semester GPAs of 2.0 or better). The leave of absence may not be utilized if the student has left DSC employment for the reason of unsatisfactory academic performance.
- **Must** be able to give an approximate date of return at time of applications for the leave of absence.
- If the employee meets the requirements, he or she must submit a completed leave of absence form (this can be obtained from the staff in DUC 241 or on the DSC website). The unit manager must approve or deny the request. After the unit manager approves the request, the form must be taken to DUC 241.
- The decision to grant a leave of absence is the responsibility of the unit manager. There may be circumstances when the leave of absence is not granted. It is important to remember that a leave of absence is not automatically granted - it is a privilege. The employee can appeal the decision of a leave of absence request denial.

**Leave of Absence Grievance Procedure**
If the employee decides to appeal the decision of his/her supervisor, the first appeal would be to the Assistant Director of DSC. If granted, all elements of the leave of absence apply.

**Returning From All Other Leave (Longer than a semester)**
A DSC student employee who leaves the employment program longer than a semester due to other circumstances (i.e. two semesters of academic probation, taking a year off of school) and wants to return to the program will be considered a new employee. The student may be required to reapply, go through the interview process. If rehired, the employee will receive the starting wage of a new employee. Approval to rehire an employee without going through the application and interview process must be given by the Student director and the assistant director of DSC.

**Jury Duty**
If a student is called to serve jury duty he/she will automatically be granted a leave, however student employees are not compensated for time they spend on jury duty.

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**Injuries and Accidents**

**On the Job Injuries**
Students who are performing work for the University and are on the University payroll are covered under Worker’s Compensation for work related injuries.

**If an individual is injured on the job:**
1. The employee should inform his/her manager of the accident immediately. In the event of a medical emergency, 911 or Protective Services (x3456) should be contacted.
2. The manager should report the injury to the unit manager and assistant director of business. The injured employee and unit manager must complete an injury report and submit it to the office of Safety and Loss Control within 24 hours (forms can be found on the web at: http://www.uwsp.edu/safetyloss/workcomp.html or call x2618). A copy of the injury report form must be sent to the assistant director DSC.
3. If medical treatment is necessary, the employee has the choice of any physician, chiropractor, psychologist or podiatrist licensed in the State of Wisconsin. Saint Michael’s Hospital and Rice Medical Center are the closest treatment facilities.
4. Inform the place of treatment that the injury is work related. All bills and a report from the doctor need to be sent to the office of Safety and Loss Control for processing. If medication needs to be purchased, all receipts must also be sent to the office of Safety and Loss Control.
5. When a work related injury results in work restrictions, or an absence from work, a medical report giving the reason and dates is required. The office of Safety and Loss Control must be contacted for any lost time or restrictions involving work related injuries. The University of Wisconsin System has an Early Return to Work Policy. The manager of the injured employee should contact Safety and Loss Control to discuss whether modified duty is available within given work restrictions.

**University DSC Equipment Use Policies**

**Building Equipment Use**
Personal use of any building equipment outside of the normal operating hours is prohibited. Special permission may be given by an administrative staff member to use equipment during normal operating hours. Any special use of equipment must be reported to the Building Manager.

**Office Equipment Use**
Each unit manager will set a policy regarding equipment use.

**Telephone Use**
University DSC telephones are for business related calls and emergencies only.
Disciplinary Procedures

Behavior Requiring Disciplinary Action
UWSP Dining and Summer Conference Employment Program supports progressive or corrective discipline; this means that disciplinary steps become more severe each time an employee must be disciplined. Except for very serious wrongdoings, an employee is rarely discharged for a first offense. The concept of corrective or progressive discipline holds that an employee be discharged only as a last resort after every possible effort has been made to help that person correct deficiency in performance and/or behavior. Corrective measures may include special instructions, coaching, counseling, verbal warnings, and written warnings. This is not a complete list of behaviors that could result in disciplinary action. Each area may have additional rules for employee performance leading to disciplinary action.

1. General Behaviors
   - Loafing, loitering, sleeping, or engaging in unauthorized personal business.
   - Unauthorized disclosure of confidential information records.
   - Falsify records or giving false information to employees responsible for record keeping by an authorized person.
   - Failure to comply with health, safety, dress code, and sanitation requirements, rules and regulations.
   - Negligence in performance of assigned duties.
   - Not following food safety or personal hygiene policy.

2. Use of Property
   - Unauthorized or improper use of university property or equipment including vehicles, telephone or mail service.
   - Unauthorized posting or removal of notices or signs from bulletin boards.
   - Unauthorized use, lending, borrowing, or duplication of University Keys.
   - Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

3. Personal Behaviors
   - Threatening, attempting, or doing bodily harm to another person.
   - Threatening, intimidation, interfering with, or using abusive language towards others.
   - Unauthorized possession of weapons.
   - Making false or malicious statements concerning other employees, supervisors, students or the university.
   - Unauthorized solicitation for any purpose.
   - Inappropriate dress or lack of personal hygiene, which adversely affects proper performance of duties or constitutes health or safety hazards.
   - Unauthorized or improper use or possession of uniforms, identification cards, badges or permits.
   - Failure to exercise good judgment, or being discourteous, in dealing with fellow employees, students or the general public.
   - Unless on break, the use of smokeless tobacco or tobacco products in the
Disciplinary Procedures and Levels
Ordinarily there are four progressive levels of disciplinary action: Coach & Counsel, Verbal Warning, Written Warning, and Discharge. The following information explains these levels in detail. A disciplinary level may be skipped pending the discretion of the unit manager. All levels of disciplinary action require notation in the employees' Discussion Log and is available to the student for viewing.

Coach & Counsel (C&C): The Coach and Counsel is an informal discussion with an employee regarding a specific workplace issue. A C&C needs to be stated as such when presented to the employee. There is no need for paperwork other than notes in the Discussion Log.

Verbal Warnings: When an employee fails to maintain standards, a formal verbal warning will be given. All verbal warnings must be stated as such when presented to the employee and will be recorded in the discussion record.

Written Warnings: Written warnings are the second formal stage of progressive discipline. A written warning will be the final warning before a discharge is issued. The student manager and unit manager must discuss corrective actions with the student employee. The student employee must sign for the acknowledgement of corrective action and must complete specified plan of correction during the timeline allotted and stated on the corrective action form.

All disciplinary action may be kept active for two consecutive semesters. After two semesters, the terms stated in the disciplinary action are invalid. A copy of all disciplinary action will remain in the employee’s personnel file.

Discharging Employees: Discharge is the most severe administrative employment action that can be taken. It is used when an employee has committed a serious offense or has a record of repeated violations of departmental rules. It is also used to remove employee who cannot perform to the employment standards. Once discharged, a discharge of employment form must be filled out by the SD or SHRM. This will be kept in the employee work file.

Immediate Discharge
The following employee actions may result in immediate discharge of the employee:
- Unauthorized possession or removal of University or another person’s private property.
- Insubordination, including disobedience, failure or refusal to carry out assignments or instructions.
- Use or possession of illegal drugs or alcohol during work hours.
- Reporting for work under the influence of illegal drugs or alcoholic beverages.
- Supplying false information on employment application or for employment records.
- Falsification of hours on timecard.
- Abuse or theft of meals.
- Theft of DSC property.
- Low cumulative and/or semester GPA.
- Serious violation of food safety rules or regulations.

DSC Dress Code / Appropriate Attire
An important part of any customer experience is the presentation of our customer service providers, and that is you! The following guidelines are in place to provide a consistent image to the public we serve.

Once your employment with DSC has ceased, uniforms, hats, and ID badges MUST BE RETURNED to DUC 241 within two weeks.

Basic proper uniform components are:
- DSC issued shirts.
- DSC provided apron or catering uniform as required by position.
- Proper hair control methods (ball cap or hairnet). DSC provided or personal ball caps can be worn.
- Ankle length pants that are not tattered, torn, or holey. Jeans are acceptable.
- Name Tag or Identification Badge (worn on shirt/apron) with photo facing outward.

Clothing Guidelines:
- If clothing does not meet guidelines, employees will be instructed to punch out, go home, and return in clothing that meets uniform guidelines.
- Appropriate DSC dress including location specific shirt/apron/jacket/cap must be worn while working.
- Uniform shirts must be tucked in or overlapping at all times. No bare midriff, back or undergarments can be exposed during the performance of duties. Pants worn for work must not drag on the floor.
- Unacceptable pants are: cutoffs, pajamas, athletic wear such as wind pants, track pants, sweat pants, leggings, etc. Shorts are not allowed.
- No torn, frayed or ragged clothing allowed.
- No sleeveless or tank tops allowed.
- Neat, clean, wrinkle free clothes required.
- No bulky sweaters or sweat-
• Suits that could be unsanitary or unsafe around equipment.
• Jewelry is restricted to one simple ring, wrist watch, small hoop or non-dangling earrings, short necklaces (won’t catch on equipment nor get in food). Medical emergency bracelets are permitted. For certain food preparation duties employees may not wear any jewelry on their arms or hands.
• Failure to comply with these guidelines may result in disciplinary action.

**Shoe Guidelines:**
• Low heel and slip-resistant soles required.
• Socks are also required, as well as leather or leather-like shoes.
• No open-toed shoes, flats, or high heels allowed.
• No Ugg boots
• Shoes should be kept clean and in reasonable condition.

**Hair Restraint Guidelines:**
• All hair must be effectively restrained.
• No hair control except approved hair nets or ball caps are acceptable. (Exceptions may be made for medical or religious reasons).
• DSC caps may be worn, for hair control, but all hair must be controlled by the cap (i.e., hair touching collar or loose ends must be pinned up under hat).
• No hair touching shoulders or below the shoulders – Pony tails must be put up above the shoulders as well as in a bun [or short pony tail for those with shorter hair].
• Hair must be pulled back off of forehead and secured under a hat or hairnet; no long side burns; beards 1” or longer in length must be in a beard net.
• If hair cannot be pulled back and is shoulder-length or longer it must be in a hair net; no hair in front of ears
• No hat = hair net, no exceptions
• All infractions will be dealt with on a case-by-case basis

**Personal Hygiene & Cleanliness:**
• Employees are required to keep themselves properly groomed, i.e., hair, nails, hands, etc.
• Daily showering or bathing is highly recommended!
• No fingernail polish or false fingernails are allowed to be worn while working.
• Fingernails of food handlers are to be kept short and clean.
• No heavy fragrances are permitted.

**Don’t Ever:**
• Bite your fingernails.
• Touch your hair, beard, or mustache.
• Scratch an itchy acne blemish or sore.
• Cough or sneeze on or around food.

**Food Safety**
Food Safety and You!
All DSC student employees are required to take and pass the Point to Food Safety course.

It is imperative that you understand this thoroughly, and that you always be extra conscious of it when you work with food, or around food serving areas.

Your hands can easily become soiled with germs. They then become the primary route by which the germs are transferred to the food, and the food then becomes a health hazard. This is why it is absolutely essential that you wash your hands every time they come in contact with dirt and germs. Bare hand contact with ready to eat food is prohibited. Deli paper, utensils, or gloves must be used to handle ready to eat foods.

**Aprons and chef’s coats must be removed before entering the restroom.**

Using Disposable Gloves
Hands must be carefully washed with soap and warm water, and then dried before and after gloves are worn. Gloves are suitable for mixing, deli sandwich assembly, prep work, vegetable handling, covering non-infected hand abrasions, etc.

Rules of Glove Use
- Do not reuse gloves.
- Use only single-use gloves, stored and dispensed to prevent contamination.
- Ensure gloves are intact, without tears or imperfections.
- Wear gloves that fit properly.
- Gloves must be changed whenever an activity or workstation change occurs, or whenever they become contaminated.
- Management must provide education and enforcement of proper glove use.
- Gloves must be discarded after sneezing, coughing, or touching of the hair or face. The employee must then wash his/her hands and put on new gloves.

Food Handling Practices
1. Contamination or spoilage of food items shall be prevented by use of proper food storage procedures and adequate facilities.
   a. Toxic materials are not to be stored near food items or allowed to come in contact with food.
   b. All poisonous materials are labeled properly.

2. Staples are kept in designated dry storage areas.
   a. Products are stored off the floor on clean, dry surfaces.
   b. Products are not to be stored directly under exposed sewage pipes or water lines.
   c. Products are stored away from floor drains.
   d. Products are stored at least two inches away from walls to provide for proper air circulation cleaning.
   e. Open packages are wrapped and labeled.
   f. Temperatures of the dry storage area between 40 and 70 degrees Fahrenheit.

3. Perishable items are refrigerated promptly upon receipt.
   a. All food placed in refrigerators is in covered containers which are clean and non absorbent.
   b. Food items are stored at established temperatures:
      - Meat ....................... 32-36 degrees Fahrenheit
      - Fish .......................... 30-34 degrees Fahrenheit
      - Dairy .......................... 36-40 degrees Fahrenheit
      - Fruits and Vegetables .... 36-40 degrees Fahrenheit
    c. All items are stored off the floor.
    d. All items are properly labeled and dated

4. Frozen food items are placed into the freezer promptly.
   a. All items are to be wrapped tightly, labeled properly and dated.
   b. All food items are stored off the floor.

5. Food items are rotated according to a first in, first out procedure.

6. Food storage facilities are clean.

7. Bulk foods such as cooking oil, sugar, salt, or flour are stored in containers identifying the food by common names.

8. Storage temperatures are checked on daily established schedules.

Food Handling Techniques
Safe and sanitary food handling techniques shall be followed in food preparation areas.
1. Perishable food items are kept at temperatures below 40 degrees Fahrenheit or above 140 degrees Fahrenheit.
2. All utensils and equipment are sanitized after each use.
3. Precautions are taken to prevent cross-contamination of cooked, ready to eat foods by raw, uncooked foods (particularly poultry, fish, and pork) via hands, cutting boards, equipment, and utensils.
4. Food items already cleaned and cooked are stored away from foods requiring washing or cooking.
5. Food items are thawed under refrigeration at a temperature of less than 40 degrees Fahrenheit, or at a running water temperature of 70 degrees Fahrenheit.
6. All raw fruit and vegetable items are washed thoroughly.
7. Food is protected from contamination by poisonous substances and disease producing bacteria.
8. Handling of food is minimized by use of suitable utensils.

Temperature Guide

165°F for 15 seconds: Poultry, stuffed meats, Stuffing containing meat; Food cooked in the microwave; Reheating of left-over foods for hot hold.
155°F for 15 seconds (or 158°F instantaneous kill): Ground raw beef, ground raw pork, injected meat, etc.
145°F for 15 seconds: Fish, meat and pork (or refer to WI Food Code 3-401.11) and raw shell eggs
135°F: Cooking (reheating) commercially processed and packaged foods, cooking vegetables and hot food holding

Over 140°F -- Hot food holding
Under 40°F -- Cold food holding

- Always use a metal stem thermometer to monitor food temperatures. Remember to calibrate your thermometer weekly.
- Never re-heat or cook on a steam table or in a food warmer. Cook and re-heat food as quickly as possible; for example, on a stovetop.
- Pre-chill all ingredients when making a cold salad to prevent long periods of time in the danger zone.
- Cool hot foods to 70°F within 2 hours; and to 41°F within 4 additional hours in shallow pans with a food depth of 2 inches, or ice water bath.

Cooking Plant Foods for Hot Holding: Fruits & vegetables that will be held hot shall be cooked to the hot holding temperature of 140°F (57.2°C).
1. Hot and Cold Holding: Hot food ≥ 140°F (57.2°C), except beef roast cooked or reheated as stated for time and temperature parameters in the chart on the previous page may be held at 130 Degrees F. (54 Degrees C). Cold foods ≤ 41°F (5°C).

2. Reheating:
   - For Immediate Service After Cooking: cooked & refrigerated ready-to-eat (RTE) Potentially Hazardous Foods may be served at any temperature (i.e., roast beef sandwich au jus) if offered for immediate service.
   - Reheating For Hot Holding: to be completed in 2 hours or less. Leftovers shall be reheated to at least 165°F (74°C) for 15 seconds (microwave is 165°F (74°C) rotated or stirred, covered, held for 2 minutes). Remaining unsliced portion of beef roast cooked as stated above may be reheated with the same initial cooking parameters.

4. Commercially Processed, hermetically sealed potentially hazardous ready to eat food, or RTE foods from an intact package from an approved food processing plant shall be reheated to at least 135°F (57.2°C) if intended for hot holding. Cold receiving: laws allowing shipping temperature ≥41°F (5°C) for certain products shall be cooled to 41°F within 4 hours, except that time parameters need not apply to eggs.

5. Frozen Food: The temperature necessary to maintain the product frozen “solid” (varies for products). Freezing fish for parasite destruction (except certain species of tuna): (1) -4°F or -20°C or colder for 168 hours or 7 days; OR (2) -31°F or -35°C or colder for 15 hours in a blast freezer.
6. Slack: moderating the temperature under refrigeration ≤ 41°F (5°C), OR at any temperature if the food remains frozen.
**Recommended Cooling Procedures**

When cooling batches or pieces of hot, potentially hazardous foods, reduce the size or volume of the hot food, and place the smaller amount in shallow stainless steel pans. Then use one/combination of the following methods:

- Place the pans in larger pans of ice or in an ice bath within a food prep sink, stir the food as it cools, then place the food in shallow pans in a refrigerator. **Solid food should be placed in pans no deeper than two inches, liquid foods in pans no deeper than three inches.**
- Place pans in the refrigerator on shelves with good air circulation. Cover pans loosely to maintain airflow, and then tightly cover once food product has been cooled completely.
- Place the food in a quick chill unit (blast chiller), tumbler chiller, or cold-jacketed kettle to cool. Never use the freezer to cool foods.
- Use ice paddles/wands to stir food, or add ice as an ingredient to aid in the cooling process.
- Label cooled and stored foods with the date and time they were prepared, or a use-by date. If the food is not used within seven (7) days, discard it.
- Record cooling times required for each type of food prepared and add the cooling procedures to the recipe procedures.

Cooling: Use rapid chill methods. 130F to 70F (60C to 21C) within 2 hours; 70F to 41F (21C to 5C) within next 4 hours. Ambient temperature ingredients: cooled to 41F (5C) within 4 hours, i.e., reconstituted foods, canned tuna.

**Holding Cold Food**

- Use only cold-holding equipment that maintains the food at 41°F or less.
- Hold ready-to-eat cold foods in containers, pans or plates, never directly in ice. Ice chilling systems should drain liquid away from the food and drip pans should be sanitized after each use entirely.
- Monitor/Measure the temperatures every two (2) hours.

**Washing and Sanitizing Food Contact Surfaces**

Sanitizing: The application of heat or chemicals to clean food contact surface in order to reduce the number of disease causing organisms to a safe level.

Manual ware washing: Use 3 separate sink compartments
Fire, Weather, and Medical Emergencies

Fire: If at any time you see flames or thick dark smoke that is not under a hood, you will need to notify your nearest manager and immediately and follow these steps:

1. Activate the nearest fire alarm to warn other occupants of the building to vacate.
   - Your supervisor will call Stevens Point Fire Department at 9-911.
   - Cashier: Secure all money by closing register drawer prior to leaving dining areas.
   - Catering Wait Staff/Food Service Worker: Leave designated dining area to nearest exit.
2. When the building alarm is sounded, all rooms must be evacuated.
3. Assist the disabled to the nearest stairwell in the building. Have them wait on the landing. Stairwells are checked first by fire department and are constructed to provide a higher degree of protection.
4. Immediately notify the police or fire department if a disabled individual is waiting on a stairwell landing.

*You should learn where all fire extinguishers and exits are within your location. Your manager can answer any questions you may have.

Weather: Severe Weather/Tornado Watch: A watch is an indication of where and when the probabilities are highest that severe weather or a tornado could occur. A watch is a statement that severe weather/tornado conditions are present and could occur. The National Weather Service will issue a watch bulletin to local authorities as well as to the local radio and TV stations.

1. In the event of severe weather: When the emergency warning sirens sound it is your responsibility to get to shelter. Student Managers and full-time staff will direct you as to where designated shelters are. You should familiarize yourself with all safe areas as outlined by posters in your work location.

Medical: If you happen to observe a patron or co worker who appears to be in need of medical assistance; ask them if you can help and then notify a supervisor right away. If the situation is an emergency, you should notify EMS by dialing 9-911.