

WELCOME



to

**Dining Services - we're
glad you're here!**

7

Atrium Café = café
in d-hall

Burgess Café =
café in Case Center

Central Receiving =
in lower level of
d-hall

Dhall = Murray
Aikins Dining Hall

Spa = Spa snack bar
in Case Center

Title	Days	Times	Building	Room
The Art of Reading Plays	TU/TH	08:10AM - 09:30AM	PALAMTN	303
Intro to Statistics	TU/TH	09:40AM - 11:00AM	HARDER	108
	F	10:10AM - 11:05AM	HARDER	108
Intro to Psychology	TU/TH	02:10PM - 03:30PM	TISCH	302
Human Dilemmas	M/W	02:30PM - 03:50PM	LIBRARY	213
	M	01:25PM - 02:20PM	PALAMTN	GANN

Volleyball
clubs

AM-NO
EV
Panera Br.
cashier

M	T	W	Th	F
	8 ¹⁰ -9 ³⁰ 9 ⁴⁰ -11 ⁰⁰		8 ¹⁰ -9 ³⁰ 9 ⁴⁰ -11 ⁰⁰	10 ¹⁰ -11 ⁰⁵
11-1 Spa		11 ³⁰ -2 ⁰⁰ Spa		11 ³⁰ -2 ⁰⁰ Spa
12 ⁵ -2 ²⁰ 23 ⁰ -3 ⁵⁰	2 ¹⁰ -3 ³⁰	23 ⁰ -3 ⁵⁰	2 ¹⁰ -3 ³⁰	

For those students who have not yet completed their I-9 form:



Wednesday, 9/12, will be the last day to complete it and turn it in to the Financial Aid Office, lower level Starbuck; if it is not, you will be terminated from employment and will be unable to hold a job on campus until Spring 2019.

(This does not apply to International students who have to apply for Social Security cards)

518-580-5853

Atrium Café

Central Receiving

Murray-Aikins Dining Hall

Burgess Café *(after 7 pm & on weekends)*



518-580-5899

Spa

Burgess Cafe

SPEAK TO A SUPERVISOR AND GET THEIR NAME!

**EMAIL IS NOT ACCEPTABLE
FOR REPORTING ABSENCES!**

**** NEGATIVE ABSENCES ****

NO CALL/NO SHOW: Failure
to notify the unit supervisor



BEFORE scheduled start time that you will be
unable to work.

A second no call/no show absence
AT ANY TIME DURING THE ACADEMIC YEAR
may result in immediate termination.



Arriving late or leaving work early

Three lates &/or leaving early =

1 unexcused absence

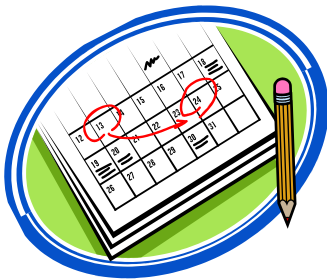
You are expected to work your **FULL** shift!

MAKE-UP CARDS (3 PER SEMESTER)

MUST BE TURNED IN TO A SUPERVISOR - MAY NOT JUST BE LEFT

Turn in to a supervisor at least 1/2 hour before start of shift being missed

Arrange make-up shift (must be made up within 2 weeks of original shift *in same location*)



Lost or misplaced cards will not be replaced and they do not carry over from semesters.

SAMPLE MAKE-UP CARD

This card *must* be given to a supervisor at least 30 minutes before the start of the shift. Card must be completely filled out.
Shift must be made up within 2 (two) weeks of the original shift.

Name _____ Date _____ Time _____ Location of missed shift _____

Date _____ Time _____ Location of Make-Up Shift _____

Date & Time Card Received _____ Supervisor Receiving Card _____

FALL ONLY – EXPIRES 12/20/18



I'm
Looking
for a Sub!

Name _____

Phone _____

Day _____ Date _____

Time _____

Location _____

SUBS

Post a "Looking for a Sub" slip; you can also ask around on other shifts for subs.

A sub slip must be completed by both parties (the person substituting must sign the sub slip themselves!) and given to the unit supervisor before the shift begins.

SUBSTITUTE SLIP

Student Assigned Shift _____ Phone # _____

Shift Info: Day _____ Date _____ Location _____ Time of Shift _____

Name of Sub (please print) _____ Phone # _____

Sub's Signature _____

Supervisor taking slip _____ Date & Time Slip Taken _____

Sub slips will not be accepted after the shift has begun!!!

Friday, 9/14,
will be the last day
to make work schedule
changes for the semester.

If you arrive to work

$\frac{1}{2}$ hour or more late without prior notification to your supervisor

- you will not be allowed to work
- you will be given an unexcused absence

AND

- you cannot make up the shift

You will use your **Skidmore ID** to swipe in and out at the time clock each time you work.

Be sure to also sign in on the sign-in sheet!

All student employees must wear their Dining Services hat while working, *and it must be worn visor forward.*

This is the only hat that may be worn!

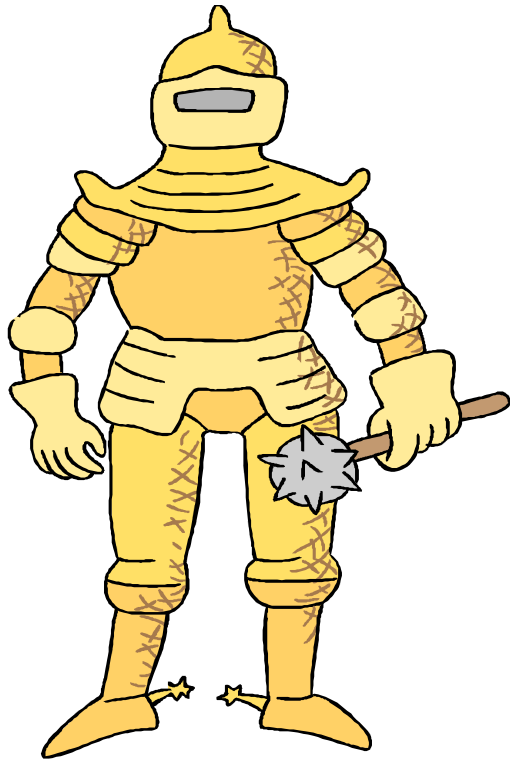
(A replacement hat may be purchased in the Dining Services Office for \$7)





Hair that is shoulder-length or longer must be tied back and not free-flowing - guys & girls alike!

You will be given an apron to wear while working; at the end of your shift, please put it in the dirty laundry area so it may be laundered.



NO

shorts, capris, leggings, skirts;
sleeveless, tank, or crop tops
may be worn while working.

If you come to work in unacceptable attire you will be sent back to your room to change.

If you return after your scheduled shift starts, you will be considered tardy.



ONLY sneakers or rubber-soled shoes may be worn.

NO open-toed shoes, sandals, clogs, slippers, Crocs, Toms, or high heels.

IT IS MANDATORY THAT SLIP-RESISTANT SHOE COVERS BE WORN WHILE WORKING IN ALL LOCATIONS - this includes all cafés.

THE USE OF:

- IPODS/IPADS
- MP3 PLAYERS
- PALM PILOTS
- ELECTRONIC BOOK READERS
- CELL PHONES (PHONE CALLS OR TEXT MESSAGING),
- OR ANY OTHER ELECTRONIC DEVICE



IS NOT PERMITTED
DURING A WORK SHIFT IN ANY AREA.

The NYS Health Code states that:

No finger jewelry may be worn other than a wedding band and/or engagement ring.



Necklaces may be no longer than 22" and must be tucked in your shirt.

Earrings must be no larger than the size of a nickel coin and **no dangling earrings** are allowed.



Report all accidents, *no matter how seemingly minor*, to your supervisor. For minor cuts and abrasions, first aid supplies are available.

An **accident report** must be completed to ensure compliance with insurance requirements.





~ FIRE ALARM ~

EVACUATE YOUR WORK AREA IMMEDIATELY!

Those working in the dining hall building, report to the covered walkway area in front of Starbuck.

Those working in Case Center are to report to the dock area in back of the Spa.

You must go to your reporting area immediately, as the supervisors must make sure everyone is accounted for!

You must wash your hands before beginning work and after they become soiled (like after handling dirty plates, touching your hair or skin, sneezing, blowing your nose, coughing, using the rest room).

Please remove aprons
before entering the restroom!



Disposable gloves must be worn by all food handlers and need to be **CHANGED OFTEN**, especially when changing jobs.

If you scratch your nose while wearing your gloves, it's a good time to replace them!

Gloves must be worn when handling clean dishes, flatware, glasses, cups, etc.

Do not carry extra gloves in your pockets - take new ones from the box.



AND A FEW MORE...

These things may leave you unemployed:

swiping and/or signing in for anyone else

a record of tardiness

a record of frequent absences

refusal to do assigned tasks

leaving your work area without permission



disappearing during your work shift

violation of department work policy

improper attire, per department's policy

***In addition to termination, you may be brought
before the Skidmore College Integrity Board***

*For full details of disciplinary procedures, please
see the Student Employment Program Handbook.*

EXAMS: ALL STUDENT EMPLOYEES ARE REQUIRED TO WORK DURING EXAM WEEK(S).

If an exam conflicts with a work shift, please see a supervisor ahead of time.



Some students find themselves with nothing to do for the three days before their only final; if this happens to you, feel free to talk to a supervisor about coming in and working - your help would certainly be appreciated!

As a Final Note

Should Skidmore College closed due to inclement weather Dining Services is still open and you are required to show up for your shift.

Work begins on
Wednesday, 9/5

Last day to make schedule changes is
Friday, 9/14