



## STUDENT EMPLOYEE HANDBOOK

Welcome to the Department of Housing and Dining Services. The student employee handbook includes department policies and other information that will help you with your job. We are in the service business. If you serve your job well, your job will serve you equally well.

We're happy to have you join our team!

Derek Jackson

Assistant Vice President and Director, Department of Housing and Dining Services

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## HELPFUL CONTACT INFORMATION

Location	
Housing and Dining Services Main Office, Pittman Building	785-532-6453
Web Address	<a href="http://housing.k-state.edu">housing.k-state.edu</a>
Fax Number, Pittman Building	785-532-6855
Personnel/Payroll, Pittman Building	785-532-7658
Student Personnel/Payroll, Pittman Building	785-532-0301
Food Stores	785-532-0302
Housing and Dining Services ResNet Help Desk	785-532-2711
Derby Dining Center	785-532-6483
Derby Student Success Center	785-532-2646
The Bakery (Derby Retail Bakery)	785-532-7023
Guest Services	785-532-6368
Kramer Dining Center	785-532-6482
Quik Cats Student Store, Kramer	785-532-7153
Van Zile Dining Center	785-532-6484
Quik Cats Student Store, Van Zile	785-532-2287
Residence Life Office	785-532-7659
Boyd Hall	785-395-6477
Ford Hall	785-395-3136
Goodnow Hall	785-395-5150
Haymaker Hall	785-395-3710
Marlatt Hall	785-395-3411
Moore Hall	785-395-2362
Putnam Hall	785-395-6628
Smurthwaite Leadership/Scholarship House	785-395-2900
Van Zile Hall	785-395-2999
Wefald Hall	785-395-3536
West Hall	785-395-3727
Facilities Management, Davenport Building	785-532-6466
Jardine Apartments Office, Building 8	785-532-3790
Cornerstone Coffee & Bakery, Jardine Plaza	785-532-1326
Cornerstone Coffee & Bakery, Wefald Hall	785-532-7155
JP's Sports Grill, Jardine Plaza	785-532-0844
Quik Cats Cliffside, Chester E. Peters Recreation Complex	785-532-4913

**Note:** The university reserves the right to change the guidelines in this handbook at any time.

## OBJECTIVES

K-State takes pride in its quality housing, dining and facilities management services. Our well-equipped facilities help to provide this quality, but it is our employees who make the difference. To maintain the high standards required for a quality housing and dining services program, we aim to:

- create and maintain an environment that is supportive of and responsive to students in the pursuit of their academic goals
- provide convenient, secure, reasonably priced housing and dining services, as well as staff and programs that enhance a student's educational experience and personal growth
- give our residents friendly, courteous service
- provide properly maintained and clean buildings.
- serve quality food, tastefully prepared, and attractively presented
- provide good working conditions for our employees
- establish a financially sound organization

The department is supported entirely by funds received from residents. Student housing and dining payments pay your salary.

We need your help to meet these objectives. Please feel free to offer constructive suggestions to our staff.

## K-STATE PRINCIPLES OF COMMUNITY

Kansas State University is a land-grant, public research university committed to teaching and learning, research, and service to the people of Kansas, the nation, and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

*We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.*

*We affirm the value of human diversity for community.*

*We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment, and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.*

*We affirm the value of honesty and integrity. We will operate with honesty in all professional endeavors and expect the same from our colleagues.*

*We acknowledge that we are a part of multiple communities, and we have an obligation to be engaged in a positive way with our civic partners.*

We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

These principles have been endorsed by the following university governance bodies:

- Student Governing Association
- Graduate Student Council
- Graduate Council
- Faculty Senate
- Classified Senate

## GENERAL EMPLOYMENT INFORMATION

Student employees must be 18 years old or older to work in areas determined to be hazardous by the Secretary of Labor. Student service technicians must be at least 18 years of age. If you are younger than 18, please notify your supervisor so proper work assignments can be made.

All hourly student employees must remain enrolled in at least six semester credit hours at K-State while employed during the fall or spring semester. If employed during the summer, students must meet one of the following criteria: 1) be enrolled in at least one credit hour, 2) were enrolled in at least six credit hours during the preceding spring, 3) be pre-enrolled in the upcoming fall in at least six credit hours, or 4) be admitted to study in the upcoming fall.

High school students or students enrolled at other colleges or universities may be hired as a non-university student employee (NUS). During the school year, hourly non-university student employees must be currently enrolled in high school or in a post-secondary program. During the summer months, the student must have been enrolled in the previous spring semester. Those hired as NUS will be asked to provide proof of enrollment.

Job assignments depend on your experience and class schedule. Students living in residences operated by Housing and Dining Services are generally given priority for jobs.

You will be employed “at will,” which means either you or Housing and Dining Services can terminate your employment at any time. To leave in good standing, students are required to give at least two weeks’ written notice. Your continued employment will be contingent on satisfactory work performance and attendance.

The period of employment is the academic year. Limited student employment is available during summer session and the amount of work available varies each year. See your supervisor regarding summer employment opportunities.

## TYPES OF EMPLOYMENT

Some of the student positions with Housing and Dining Services include:

Academic Resource Centers		
Academic Resource Assistant	International Student Welcome Ambassador	
Business Operations and Technology Services		
Computer Programmer	Help Desk Assistant	Web Designer
Office Assistant	Network Technician	Web Programmer
Dining Services		
Student Supervisor	Bakery Assistant	Checker
Cooks' Helper	Server	Beverage Runner
Dining Room Worker	Caterer	Kitchen Runner
Dishroom Worker	Transport Runner	Custodian
Storekeeper	Food Preparation Worker	Kitchen Manager (Smurthwaite)
Facilities Management		
Carpenter	Custodian	Groundskeeper
General Laborer	Locksmith	Storekeeper
Student Service Technician	Painter	
Food Stores		
Warehouse Assistant		
Quik Cats Student Stores		
Sales Associate		
Residence Halls		
Community Assistant	Door Assistant	
Office Assistant	Resident Assistant	Residential Learning Assistant
Jardine Apartments		
Resident Assistant	Office Assistant	Community Advocate

## FEDERAL WORK-STUDY

All K-State students employed by Housing and Dining Services are encouraged to apply for work-study funding through the K-State Student Financial Assistance Office. Student employees can view their Federal Work-Study funding award on KSIS at [ksis.k-state.edu](https://ksis.k-state.edu), under "View Financial Aid" in the finances section. Work-study is **not** required for employment with Housing and Dining Services.

# HOUSING AND DINING SERVICES

## GENERAL INFORMATION

### VERIFICATION OF SOCIAL SECURITY NUMBER

University policy requires all new employees to provide a copy of their social security card before beginning work. This requirement is independent of the requirements of the I-9 Employment Eligibility Verification form.

### COMPLIANCE WITH IMMIGRATION ACT

In compliance with the Federal Immigration Reform and Control Act of 1986, Section I of the Form I-9 Employment Eligibility Verification must be completed at the time of employment. Proof of identification and proof of employment eligibility must be provided within three business days of the date of employment. A complete list of acceptable documents is provided on Page 9 of the I-9 Employment Eligibility Verification form. Failure to provide acceptable documents within the time frame specified by this Act may result in termination of employment. The most commonly used documents are a social security card and K-State ID card **or** current driver's license.

### PAY PERIODS, PAYDAYS AND PAYCHECKS

Hourly student employees are paid on a biweekly basis as indicated on the following pay schedule. Payday always falls on a Friday, unless that Friday is a university holiday. In that instance, pay is issued the work day before the holiday. Each biweekly pay period begins at 12:01 a.m. Sunday and ends two Saturdays later at midnight.

If you do not receive your pay or find an error, notify your supervisor immediately. All student employees will be required to sign a time detail report verifying that the days and hours worked for each pay period are correct.

**Pay Periods for 2017-2018 can be found at [www.k-state.edu/hcs/work-life/paydates/index.html](http://www.k-state.edu/hcs/work-life/paydates/index.html). Printed pay period schedules are also available in the Pittman personnel/payroll area or in dining center offices.**

### SOCIAL SECURITY AND MEDICARE TAXES (FICA/OASDI)

Student employees are exempt from Social Security and Medicare taxes while enrolled in at least six credit hours at K-State during the fall or spring semester or three credit hours during the summer session. Student employees with F-1 or J-1 visas are not subject to these deductions at any time. Non-university student employees are always subject to Social Security and Medicare taxes.



## PAY PLAN

Each hourly student job in Housing and Dining Services is assigned one of three pay levels. Effective Jan. 17, 2016, the levels/rates of pay are:

### Level I

Community Assistant, Door Assistant, office support in Pittman and Jardine Offices.

Starting Rate: \$7.35

Longevity Rate: \$8.20

### Level II

All facilities management and dining services positions except those identified for Level III; Information Technology Help Desk Assistant, entry-level Computer Programmer.

Starting Rate: \$8

Longevity Rate: \$9.25

### Level III

Skilled facilities management positions such as welder; student supervisors in dining services; exceptional graphic artist and photographer (average or untrained will be assigned to Level II), experienced computer programmer.

Starting Rate: \$8.50

Longevity Rate: \$12.50

Scheduled pay increases are given when approved by the Housing and Dining Services management team. Updates are made to this pay plan as increases are approved.

## PERFORMANCE EVALUATION

Performance evaluation ratings are used for determining pay raises, eligibility for rehire and promotions. A final evaluation of your job performance will be submitted to Personnel/Payroll as part of your personnel file. If you have signed a release of information, your file can be used as a reference for future employment recommendations. Make your work record a good one.

## PARKING

Student employees enrolled at K-State who wish to park on campus must purchase a student parking permit through K-State Parking Services. Students can order their permit online using KSIS Marketplace. Non-university student employees should take a copy of their appointment form to K-State Parking Services, 1 KSU Parking Garage, to purchase a permit. You may telephone Parking Services at 532-7275 if you have questions.

All student employees must park only in lots designated for university student parking. Employees are responsible for any ticket(s) received as a result of unauthorized parking in Housing and Dining Services staff lots. Ask your supervisor or unit director if you need help determining legal areas to park.

## **ELECTRONIC (DIRECT) DEPOSITS**

Employees may select one of two methods for payment of wages: electronic direct deposit (recommended method) or the Skylight paycard. Paper paychecks are not issued. Details about your pay may be viewed through HRIS Employee Self Service (see information below).

Direct deposit assures that wages are deposited safely, timely and conveniently. Your pay can be electronically deposited to any financial institution within the United States and to one or more checking and/or savings accounts. You may initiate direct deposit online through HRIS Employee Self Service or by completing an "Authorization for Direct Deposit of Employee Pay, PER-58" form and providing a voided blank check, photocopy of a voided blank check, or a deposit slip. The authorization forms are available in the Personnel/Payroll office (Pittman Building) or in the dining center offices.

Electronic deposit can be cancelled or changed to another financial account at any time. Please allow at least one pay period for processing new transactions or making changes.

The Skylight paycard (associated with U.S. Bank) is an FDIC-insured ATM/debit-based bank account to which pay can be deposited if an employee does not have any banking accounts. Employees should carefully review information about the Skylight paycard before enrolling. Most paycard transactions are free of charge; however, there are fees associated with the card that the cardholder (employee) will incur for some transactions. Information is available in the Personnel/Payroll office.

Detailed information about electronic deposit and the pay card may be found at [www.k-state.edu/hcs/work-life/pay/directdeposit.html](http://www.k-state.edu/hcs/work-life/pay/directdeposit.html).

## **HRIS EMPLOYEE SELF SERVICE**

Employee Self Service allows K-State employees to view their paycheck data (gross and net earnings, deductions, taxes) and personal information (home address, telephone numbers, and emergency contacts). Employees may enroll in direct deposit, update direct deposit, update personal information and, with the exception of foreign nationals, update W-4 and K-4 tax information.

Employee Self Service can be accessed like any other web page. Microsoft Internet Explorer is the preferred browser. The URL for HRIS Employee Self Service is [www.as.ksu.edu/psp/HRIS/?cmd=login](http://www.as.ksu.edu/psp/HRIS/?cmd=login).

Employees use their K-State eID and password to sign in. Be sure to sign out when you finish using Employee Self Service.

Additional information and detailed instructions can be reviewed at [www.k-state.edu/hcs/work-life/ess/selfserve.html](http://www.k-state.edu/hcs/work-life/ess/selfserve.html).

## WORK SCHEDULES

Students are employed for the entire semester and are expected to work as scheduled. Supervisors determine work assignments and schedules according to the requirements of each unit. Work schedules are planned around class schedules, but you should try to arrange your classes so you have hours open to work when needs are the greatest. New schedules are prepared for finals week, but all student employees are expected to work during finals.

In some work areas, schedules stay the same for an entire semester while others are variable, changing from week to week. If you have class schedule changes, academic difficulties or other problems that might require you to reduce your workload or resign, please speak with your supervisor before taking any action.

All students (including non-university students) are limited during the academic year to 30 hours per week during work weeks when classes or final examinations are in session three full days or more and to 40 hours a week during other weeks. Students who hold an F-1 or J-1 visa are limited during the academic year, excluding student recesses, to 20 hours of work per week. When employed concurrently by more than one K-State department, the sum of hours worked in all departments may not exceed these limits.

The seven-day work week for students begins on Sunday morning at 12:01 a.m. and ends on Saturday night at 12:00 midnight.

## SUPERVISION

As a student employee, your supervision may be provided by staff from student living, facilities management, dining centers or administrative personnel. In some cases, your supervisor could be a fellow student. Teamwork is important. Please ask if you have questions about the directions you are given.

## TIMEKEEPING

The number of hours you work per pay period will be recorded by a computerized time clock. Student employees access the time clock (Kronos® Workforce Timekeeper) system by using their ID card. If you make a mistake in time recording, forget to clock in or out, or your ID card is rejected, report it immediately to your supervisor. You will need to complete a time edit form and have it signed by your supervisor. Failure to complete a time edit form can result in an incorrect paycheck.

### **A few more things to remember:**

- Before leaving your work area, let your supervisor or management staff know.
- Work only the hours you are scheduled, unless a change is approved by your supervisor.
- A habitual pattern of not using your ID card to clock in and out may result in disciplinary counseling up to and including dismissal.
- Arrive at and leave your work area promptly. Timekeeping fraud will result in dismissal. Fraudulent activity includes but is not limited to:
  - clocking in or out for someone else
  - altering beginning or ending times of your scheduled work hours (unless approved by your supervisor)
  - not clocking out for meal times or when leaving the work site (building)
  - reporting hours not actually worked

It is important to report your time correctly so your pay is accurate. Employees who lose their ID card will have to replace the card and show their unit office or Personnel/Payroll their new ID card within three days of receiving it.

### **Using Job Codes with the Timekeeping System**

All dining center hourly student employees and any other hourly student employees who have more than one position will be required to enter a job code at the start of each shift. All retail employees are required to enter a job code every time they clock in. Contact your supervisor for instructions on how to enter a job code in the time clock.

### **Rounding**

The total number of hours worked each day is rounded to the nearest 15 minutes. The timekeeping system determines the total time worked in a day as follows:

- The span of each shift is calculated.
- All shifts for the day are added together.
- The grand total for the day is rounded to the nearest 15 minutes.

## **Time Detail Reports (TDRs)**

TDRs are generated for each hourly student employee each pay period. The time detail report is a record of all of the time you have worked for the pay period and determines the amount of your pay.

Your supervisor will give you your TDR. You should check it carefully, note any discrepancies, sign and date the form in ink and return it to your supervisor. Make your supervisor aware of any discrepancies you have noted. Your supervisor will sign and date the form and return it to the Personnel/Payroll office.

## **REST PERIODS**

Student employees working a four-hour shift may be given a 15-minute rest period sometime during their scheduled work shift. Follow your supervisor's instructions about when and where rest breaks are scheduled.

## **MEAL PERIODS**

Student employees working shifts of more than five hours will be scheduled for a meal period. Your supervisor will specify the length of your meal break. Meal breaks are not considered paid work time and you must clock out when you leave your work station and clock in when you return to work.

## **MEALS IN DINING CENTERS**

Student employees working in areas other than dining services may purchase an off-campus meal plan or pay guest meal prices. Housing and Dining Services meal plans may be purchased at the cashier's area of the Pittman Building.

## **TRAINING AND MEETINGS**

Training is important for employees to be successful at work. Most of your training will be on-the-job. You will be paid for the time you attend required meetings or training sessions. Be sure to clock in and out for the meeting. Unless you have been excused by your supervisor, missing required meetings will be considered an absence.

## **TARDINESS, ABSENCES, ILLNESS AND SUBSTITUTES**

Every job is important, therefore it is necessary for each employee to be at work when scheduled.

If you are late for duty, report the reason to your supervisor immediately. Repeated tardiness cannot be excused and can result in dismissal. Being tardy three times equals one unexcused absence. Being absent from the job or being late without

an acceptable excuse are grounds for disciplinary action. Three unexcused absences are cause for dismissal. Dining Services employees should refer to the dining services supplement for applicable attendance guidelines. In some situations, your supervisor may request a doctor's statement on your return to work after an illness or injury.

If you are sick and unable to work, immediately inform your supervisor, so arrangements can be made to cover the work area. If you are employed in dining services or the residence halls, you are responsible for finding another employee to work for you. If you cannot find a substitute\*, contact your supervisor for help. You are responsible for your substitute and you will be marked absent if they do not report to work for you. Dining Services employees should sign their name, substitute's name, date and job to be worked on the substitute list on the bulletin board. If you are unable to work because of a field trip, rescheduled exam, etc., it is your responsibility to get a substitute. A list of student employees with their phone numbers is posted or available from your supervisor. When you have found a substitute, fill out the proper form and have it approved by your supervisor.

\*A substitute must be a student employee who is currently employed, knows the job duties, and is able to adequately perform them.

## **SAFETY AND HEALTH**

As a student employee, you share the responsibility for the health and safety of the residents and guests, your co-workers and yourself.

Special care should be taken in all work areas, especially around food. If you have an infectious illness, no matter how minor, you will not be permitted to work. Do not engage in inappropriate behavior and/or practical jokes while on the job. Working under the influence of drugs or alcohol is prohibited and is grounds for dismissal.

Headphones are not permitted while on duty unless approved by your supervisor.

The Department of Housing and Dining Services recognizes that employees may benefit from counseling services. In partnership with K-State's College of Human Ecology, Marriage and Family Therapy Program (MFT), HDS employs a MFT Ph.D. intern, licensed in marriage and family therapy, to provide confidential short-term counseling. Counseling is available for issues related to personal concerns, emotional difficulties, anxiety, stress, marital conflicts, parent/child/family conflicts, and relationship issues that may affect job performance. The on-site counseling office is located in 101A Frith Community Center. Call 785-532-0671 for more information or to schedule an appointment.

## **Smoking Policy**

The university's smoking policy does not permit smoking in any university building or vehicle. This includes residence halls, dining centers and all university retail operations such as Quik Cats and the Jardine Marketplace. The policy includes electronic cigarettes and hookah.

Smoking is a public health and fire hazard. Locations where smoking is allowed shall be restricted in order to: (A) prevent infringements upon others and (B) create and maintain an environment that is in the best interests of the safety, health, and well-being of all the users of university property.

Research investigating smoking is allowed in laboratories designated for that purpose with authorization granted by the Department of Environmental Health and Safety. Smoking is prohibited within 30 feet of marked entrances to university buildings. The Building Authority is responsible for compliance with this policy at each building. Unlawful smoking is a misdemeanor and is punishable under state or local law.

## **ON-THE-JOB ACCIDENTS**

Notify your supervisor at once if an accident occurs. Injuries that are not life-threatening will be treated at Via Christi Clinic located at 315 Seth Child Road (north of Home Depot/south of the movie theatres) from 8 a.m. to 5 p.m. Monday through Friday. To request a medical appointment for non-life threatening injuries, call the State Self Insurance Fund Office at 785-296-2364. You may also call the Via Christi hot line at 785-323-6000 (or toll free at 866-323-6003) anytime to facilitate treatment. These phone numbers are especially helpful if treatment is needed on weekends or after 5 p.m.

Call 911 for any life-threatening injury or report directly to the emergency room at Via Christi Hospital located at 1823 College Avenue. An injury or accident, no matter how minor, must be reported to the supervisor and a written accident report must be submitted to Personnel/Payroll or your unit office staff within 24 hours.

## **RULES OF SAFETY TO BE FOLLOWED INCLUDE:**

### **Blood Spills**

Report any blood "spills" to a supervisor, dietitian, unit secretary, or residence hall staff. Specially trained personnel are responsible for this type of cleanup. Consult your supervisor before attempting to clean up a blood spill yourself.

### **Lifting and Stacking**

When picking up a heavy object, use your whole body, including your legs, not just your back.

- Stand facing the load, feet spread naturally apart.

- Lift slowly using leg and arm muscles, keep load close to the body to take the load off your back and other weaker muscles.
- To maintain alignment and balance, arch the lower back in, stick your chest out, and tighten your stomach muscles.
- Avoid twisting while lifting, instead pivot your feet if you need to turn.
- Use carts to transport heavy items/loads.

When stacking objects, make sure they will not fall. Ask your supervisor to show you correct lifting and stacking procedures and practice them.

### **Moving About**

Be careful when you are going around corners and through congested areas. *Never run!* When moving equipment, push instead of pull. Do not get caught between a moving object and doorways, walls or machinery.

### **Eye Safety**

Protect your eyes when you are using hazardous machinery or chemical solutions. Wear protective eye gear as required when sanding, grinding surfaces, or using oven cleaner and other cleaning chemicals.

### **Equipment, Machinery and Tools**

Before using any equipment, learn the safe and correct way to operate it. Ask for assistance if you are unsure. Report faulty equipment to your supervisor. Return tools and equipment to their proper storage location.

### **Sharp Equipment**

Be careful when you are using sharp objects such as knives, saws, etc. Ask for instructions prior to using sharp or dangerous equipment for the first time. Any sharp object (blades, small metal pieces, etc.) should be disposed of in special "sharps" containers.

### **Glass**

Exercise caution when working with glass objects, such as containers and drinking glasses, which are easily broken. This is especially true for dish room employees who should be cautious when picking up racks of breakable table service items that may contain broken glass. Broken glass should be picked up with a broom and dustpan — never with the hands — and disposed of in a special receptacle located in the work area. Custodial staff are to handle trash with care to avoid cuts from broken glass or other sharp objects.

### **Hot Substances/Surfaces**

When carrying hot items, use hot pads or gloves. When washing pots and pans use the long rubber gloves provided for this job. (Note: It is easy for hot water to



pour into the tops of gloves if your hands are submerged too far under water.) Steam escaping from steamers, pans, kettles, etc., is very dangerous and should be anticipated. When working near steam lines, you are encouraged to wear long sleeves to reduce the possibility of burns.

### **General Housekeeping**

Watch for wet spots on floors. Wipe up spills immediately and place “Wet Floor” signs around the area to prevent falls. Return supplies and equipment to their proper storage location.

Your safety is important to us. Students are responsible for following all safety rules and regulations. If unsure, check with your supervisor about specific safety requirements unique to your work area.

## **FIRE SAFETY AND STORM WARNINGS**

Become familiar with fire safety procedures in your work area. Know where fire alarms and extinguishers are located and how to use them. Note the location(s) of nearby storm shelters for tornado warnings.

## **HAZARDOUS CHEMICAL INFORMATION**

Sanitation standards and training regarding hazardous chemical information will be provided. Dining Services student employees will be asked to read sanitation and Material Safety Data Sheets (MSDS) information. You will be asked to complete a worksheet to demonstrate your understanding of the information. MSDS information on all chemicals or chemical products, which include cleaning agents, floor strippers and waxes, solvents and oils, printing inks and toner, etc., is available to all employees in every work unit.

## **BIOHAZARDS**

Select employees have been trained to properly clean and dispose of any biohazards, including all body fluids, in the work area. Biohazards should be reported immediately.

## **PERSONAL APPEARANCE**

Appearance is an important aspect of public relations and employees are expected to show pride in their personal appearance. Appropriateness and cleanliness must always be considered in personal attire. Some requirements within your functional unit may also exist. Ask your supervisor about any special attire. Failure to follow dress guidelines may result in suspension from work without pay until proper attire is worn.

Equally important to your appearance is your attitude toward your job. A positive attitude can have a positive influence on the customers you serve. Consider how you would like to be treated and served by customers and co-workers, then treat them accordingly. Customer satisfaction is a primary goal of our organization. Take pride in your work and practice good customer service.

## **DRESS GUIDELINES**

### **For Dining Services — Food Stores**

See the Dining Services Supplement for dress guidelines.

### **For Facilities Management**

Employees should wear full-length trousers, but shorts may be worn with prior approval from your supervisor. Tank tops and open-toe shoes or sandals may not be worn. This is for protection against flying debris from equipment. Long hair must be tied back. Elaborate jewelry, dangling earrings and bracelets are safety hazards and are not allowed. They may get caught in machinery.

All student employees are to be neat, clean and free of offensive body odor. Dress appropriately for the assigned work. Protective clothing and devices such as hard hats, and eye and ear protection are provided by the department and must be worn as required.

### **For Residence Hall and Jardine Apartments Staff**

Student employees should wear clothing appropriate for meeting the public such as slacks, shirts or blouses, skirts, sweaters, etc. Ragged, torn or shabby jeans are not permitted. Some types of shorts (longer styles) and miniskirts may be allowed. Shoes must be worn at all times. Caps, hats, visors, do-rags or bandanas are not to be worn during normal business hours.

You must be neat, clean and free of offensive body odor. This includes well-groomed hair. Requirements may vary in some work areas; check with your supervisor for the established guidelines.

### **For Pittman Business Office and Information Technology Staff**

Employees should wear clothing appropriate for a professional business environment that includes interaction with the public. Suitable apparel includes slacks, shirts or blouses, skirts, sweaters, etc. Ragged, soiled, torn or shabby clothing of any kind is not acceptable. Shoes must be worn at all times. Caps, hats, visors, do-rags or bandanas are not to be worn during business hours. Shorts are not to be worn during the academic year.

Employees are expected to report for work clean, neat in appearance, and free of offensive body odor. Hair is to be clean and neatly styled. Check with your supervisor if you are not certain if something is suitable for a business environment.

## **PROBLEMS AND GRIEVANCES**

Whenever people work together, there always exists the possibility of misunderstandings. If a problem arises, discuss it with your immediate supervisor. The department's manager of business operations (785-532-0325) may serve as a resource in assisting with resolution of problems and concerns. The chain of command in the following areas of Housing and Dining Services are:

### **Dining Services**

Immediate supervisor, service or production supervisor, production manager, unit director, associate director of housing and dining services and/or senior associate director of housing and dining services, assistant vice president/director of housing and dining services

### **Food Stores**

Immediate supervisor, purchasing systems administrator, associate director of housing and dining services and/or senior associate director of housing and dining services, assistant vice president/director of housing and dining services

### **Residence Halls**

Immediate supervisor, assistant community coordinator, community coordinator, area coordinator, assistant director for student living, associate director for student living, assistant vice president/director of housing and dining services

### **Facilities Management**

Immediate supervisor, associate director of facilities management, assistant vice president/director of housing and dining services

### **Jardine Apartments**

Immediate supervisor, area coordinator, associate director for student living, assistant vice president/director of housing and dining services

### **Administrative Services and Technology Services**

Immediate supervisor, area manager, associate director for administrative services or human resources/business operations manager, assistant vice president/director of housing and dining services

## DRUG AND SUBSTANCE ABUSE POLICY

Upon hire, all employees will receive a copy of the State of Kansas Substance Abuse Policy. By reading and signing this policy, you agree to uphold this policy. Drug or substance abuse on the job WILL NOT be tolerated. Violation of this policy will result in disciplinary action.

## INTELLECTUAL PROPERTY AGREEMENT (IPA)

The Intellectual Property Policy adopted November 1998 by the Kansas Board of Regents (KBOR) requires that all employees be notified of and accept the KBOR and K-State policies on intellectual property. Employees will complete the IPA form at the time of hire.

## THREAT MANAGEMENT POLICY

The safety and security of Kansas State University employees, students, and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the university's ability to execute its mission will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state-owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off state-owned or leased property but directed at state employees or members of the public while conducting official university business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium. Violations or retaliation for reporting violations of this policy will lead to disciplinary action that may include suspension or expulsion, dismissal, arrest and prosecution.

Employees are responsible for notifying the Director of Labor Relations, Human Capital Services, of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property or in connection with state employment. Employees are required to report to the campus police or other appropriate law enforcement agencies any incidents of child sexual abuse that relate to minors as victims, which they witness on the university's campus or at a university sponsored event.

Each employee who receives a protective or restraining order which lists state-owned or leased premises as a protected area is required to provide the university with a copy of the order. For more information, go to [www.k-state.edu/policies/ppm/3000/3015.html](http://www.k-state.edu/policies/ppm/3000/3015.html).

## **POLICY PROHIBITING DISCRIMINATION, HARASSMENT, SEXUAL VIOLENCE AND STALKING**

Kansas State University will maintain academic, housing, and work environments that are free of discrimination, harassment (including sexual harassment and sexual violence), retaliation and stalking.

Discrimination based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status or veteran status is prohibited. Retaliation against a person for reporting or objecting to discrimination or harassment is a violation of this policy, whether or not discrimination or harassment occurred.

This policy is not intended for, and will not be used to, infringe on academic freedom or to censor or punish students, faculty, employees, or staff who exercise their legitimate First Amendment rights.

For more information: [www.k-state.edu/policies/ppm/3000/3010.html](http://www.k-state.edu/policies/ppm/3000/3010.html).

## **DISMISSAL**

Employees may be dismissed for just cause including, but not limited to, improper performance of duties, improper conduct (drinking, eating or smoking on the job, horseplay, unsafe behavior, use of profanity, etc.), dishonesty (theft, falsification of time records, abuse of meal/break times and policies, etc.), insubordination, failure to follow safety guidelines or unacceptable attendance. Employees who have been dismissed are normally ineligible for rehire with the Department of Housing and Dining Services.

## **RESIGNATION**

When resigning, you must give two weeks' written notice in order to leave in good standing. You should provide your written notice to your supervisor. Resignations in dining services will not be accepted during the last month of the semester. Please see the dining services supplement for details. Your work record is part of your permanent personnel file and recommendations are based on information in your file. If you wish to use Housing and Dining Services as a reference, a release of information form can be obtained, completed and returned to your supervisor, residence hall staff, personnel/payroll area or unit office staff.

## **CHANGE OF ADDRESS**

Student employees who change their local address or leave the university must update their address. Prompt notification of an address change will aid in assuring your W-2 form will not be lost, stolen or delayed in the mail.

Employees may update their address in HRIS Employee Self-Service, by notifying the Personnel/Payroll office at 785-532-0301, or by contacting their supervisor.

## **HANDBOOK POLICIES**

The policies described herein are not conditions of employment and are subject to change. The language is not intended to create a contract between Housing and Dining Services and its employees.

## **CLOSING COMMENTS**

The way you do your job is a reflection on you and where you work. Your contribution can make your job rewarding to you and to the people we serve. Treat others as you would expect to be treated.

# DINING SERVICES SUPPLEMENT

## WELCOME

Welcome to an award-winning team! As an employee of Dining Services, we ask that each of our staff assist us in supporting our mission.

Our Mission: To provide quality food, services and programs to hall residents in a supportive environment that enhances their educational experience and personal growth and is responsive to their needs as they pursue their academic goals.

We are glad you are a part of our team and look forward to working with you!

Regards,  
Dining Services Management Team

## DINING SERVICES IMPORTANT PHONE NUMBERS

Location.....	Phone Number
Derby Student Success Center .....	785-532-2646
Derby Dining Center.....	785-532-6483
The Bakery (Derby Retail Bakery).....	785-532-7023
Food Stores.....	785-532-0302
Guest Services .....	785-532-6368
Kramer Dining Center .....	785-532-6482
Quik Cats Student Store, Kramer .....	785-532-7153
Quik Cats Student Store, Van Zile.....	785-532-2287
Student Personnel/Payroll.....	785-532-0301
Van Zile Dining Center.....	785-532-6484
JP's Kitchen, Jardine Marketplace.....	785-532-0676
JP's Sports Grill, Jardine Marketplace.....	785-532-0844
Cornerstone Coffee/Quik Cats, Jardine Marketplace.....	785-532-1326
Quik Cats Cliffside, Chester E. Peters Rec Center .....	785-532-4913

## DINING SERVICES OVERVIEW

Our operation is unique in that the majority of our food is made from scratch. We take great pride in offering a wide selection of foods reminding students of the comforts of home as well as exploring new and trendy concepts.

## DINING SERVICES SUPERVISION INFORMATION

Depending on which building and area(s) you work in, your immediate supervisor may vary. Derby and Kramer dining centers employ student supervisors who assist in training and supervising student staff. In addition, you may receive

direction from full-time staff or a member of the management team. You may also be supervised by student dietitians completing their management practicum in our facilities. Teamwork is very important in accomplishing any task and almost all facets of dining services rely on a variety of departments to serve the customer. Please note that information contained in the dining services supplement may supersede information in the general handbook.

## DINING SERVICES COMPENSATION INFORMATION

Dining Services positions have a starting hourly wage of \$8. Scheduled pay increases are given when approved by the Housing and Dining Services management team. Updates are made to this pay plan as increases are approved.

Students are required to work during finals week (the number of times is determined by your work area and supervisor), special dinners, pre-determined number of week-ends, and the first week of school to receive an increase.

For more information, please see "Pay Plans" in the general information section of the handbook.

## DINING SERVICES FOOD SAFETY POLICY

In recent years, the public has become more aware of the various diseases that are a result of food-borne illness. Working in a food service establishment, you have certain responsibilities to help maintain food safety. There are various policies in place to help ensure that food we serve is delivered, held, prepared and served in the most effective and controlled methods to prevent food borne illness. Among these policies are: the ServSafe program, personal hygiene, dress policy, hair restraint, and HACCP (Hazard Analysis of Critical Control Points).

### **Personal Hygiene**

First and foremost of the issues pertinent to food safety is personal hygiene. Student employees should arrive to work in clean clothes and be free of offensive odors. Always be sure to wash your hands in your work area before touching any food or equipment.

### **Health**

You share a responsibility for the health and safety of the residents and guests, your coworkers, and yourself. Special care should be taken in all work areas, especially when working directly with food. A Dining Services employee who is a carrier of or infected with a communicable disease that can be transmitted by food cannot work in a dining center in any capacity if there is a likelihood of food contamination or transmitting the disease to others. A doctor's note is required to document the illness and subsequent return to work when healthy.



If you have an infectious illness or fever, you will not be permitted to work. You must be free of fever for 24 hours before returning to work.

### **Handwashing and Use of Gloves**

Hand washing is essential to serving safe food and preventing the spread of dangerous microorganisms. Thoroughly wash your hands with soap and water before beginning your shift, before and after handling any raw food product, before leaving the restroom, after using a tissue or touching your face, covering a cough or sneeze and before putting on clean gloves. **Wash hands often!** Different gloves are worn in the dining centers based on the position worked. Orange rubber gloves can be worn when dishwashing and other cleaning assignments to protect your hands from cleaning chemicals and bacteria. Foodsafe vinyl or latex gloves are to be worn whenever handling food products that will not be cooked prior to service and directly served to the customer. If you touch your face, hair or other unsanitary surfaces (doors, carts, etc.), you will need to change your gloves immediately before handling food again.

### **HACCP**

In order to monitor food safety, dining services has adapted a HACCP policy (Hazard Analysis of Critical Control Points). This means all aspects of food receiving, production, service, and leftover utilization are monitored to help prevent bacterial growth and foodborne illness. During your employment you may be asked to take temperatures of food and equipment to ensure our policies are being followed. If you notice a piece of equipment that is not operating properly (for example, a refrigerator that is too warm, backup oven too cool), inform a supervisor so they can check on it. Also, if a food item is at an inappropriate temperature or sitting out in the open, alert production or service personnel.

Another large part of food safety is maintaining proper sanitation. A leading cause of foodborne illness is unsanitary conditions and equipment. As part of our health code policy, we are required to sanitize all work surfaces (after washing thoroughly) and have buckets of sanitizing solution available at all work areas. In addition, small service equipment such as serving utensils, plates, glasses and silverware need to be washed, sanitized and checked before being put into service. General cleanliness of the building is also a sanitation issue. When cleaning an area, always clean underneath counters and move equipment on wheels. Food particles attract insects and rodents that carry disease.

### **DINING SERVICES DRESS POLICY**

While student workers are not required to wear a uniform, there are some basic considerations for safety, sanitation and customer perception.

## **General Cleanliness, Handcare and Fingernails**

Personal cleanliness and neatness is essential. Fingernails must be reasonably short, clean and without nail polish. Nail polish, including clear, is not permitted, as it may chip and contaminate food. Acrylic and other artificial nails are not allowed. All employees should be free of offensive body odor.

## **Facial Hair**

Men working in dining services must be clean shaven. Closely trimmed mustaches, not extending below the upper lip, and sideburns not extending below the ear tip are acceptable.

## **Hair Restraint**

All hair must be above your collar. If your hair is already at that length or shorter, no additional restraint is required other than wearing a hairnet or a Dining Services-issued cap or visor. If your hair is below your neck, there are different ways to handle hair restraint. Longer hair may be braided or restrained with bands with no more than 5 inches below the last band. Another option is to put your hair up using a pin or other restraints to keep it up and under a cap, visor or hairnet. All hats or visors should be worn with the bill forward and not otherwise altered in appearance (other than an attached name tag). Bandanas are not approved headgear.

Hairnets that cover ALL hair are required for all production employees. Check with a manager or supervisor to obtain a hairnet. Hats are furnished for student employees in service and dish room areas. It is your responsibility to keep your hat or visor clean and in good condition. Management staff and supervisors have final approval on hair restraint compliance. Hair should be combed only in the rest rooms and away from food production, service, and warewashing areas. After combing hair, remove any hair from clothes before going to your work area.

## **Jewelry**

A simple ring and small pierced earrings are permitted. Only studs and small quarter-inch hoops are allowed in any facial piercing, no large bars or rings will be accepted.

### **Jewelry that is NOT permitted at work includes:**

- Large, elaborate jewelry
- Dangling earrings and bracelets
- Large bars or rings in facial piercings

These items may drop into food or be caught in machinery and are not permitted. Religious and medical jewelry may also be unsafe and should be worn under clothing.

## **Clothing**

Student employees are the “hosts” or “hostesses” in dining services and should be well-groomed. Clothing must be clean and neat. Student employees should wear clothing appropriate for meeting the public, such as chinos, pants, jeans, shirts or blouses, skirts, dresses, etc. Some types of longer-length shorts and miniskirts are acceptable. All shirts must have a sleeve to completely cover your underarm and should be long enough to tuck into your pants. Pants should be hemmed, should not touch the floor, and should not have holes. Hemmed shorts and skirts are permitted if they are a minimum of 13 inches from your waist to the bottom of the shorts. Undergarments should be completely covered by clothing.

### **Clothing that is NOT permitted at work includes:**

- sleeveless shirts
- shirts with vulgar words, offensive images, and inappropriate messages (as determined by your supervisor)
- shirts that expose the midriff
- ragged-style or clothing with holes.
- “short” shorts and miniskirts (as determined by your supervisor)
- mesh, spandex, cycling or other athletic shorts
- sweatpants, snap-pants, pajama pants, or athletic/yoga pants
- shirts, pants, or jeans that do not cover underwear or expose the bare torso

Aprons are furnished and laundered by Dining Services. Purple aprons are to be worn by servers and runners. White aprons are typically worn by production and dishroom personnel. The color of the apron and its area may vary by dining center.

## **Foot Attire**

Shoes with closed toes and heels and nonskid soles are required. For safety and sanitation reasons, your shoes should completely cover your feet and be without excessive or large holes.

### **Footwear that is NOT permitted at work includes:**

- Sandals
- Flip-flops
- High heels
- Backless shoes

## **DINING SERVICES ELECTRONIC DEVICES AND EMAIL POLICY**

The use of iPods, portable radios, cell phones (including use of text messaging), and other electronic devices are not permitted while clocked in. Personal cell phones are restricted to use during scheduled meal and rest breaks only. Cell phones should be kept in a locker and not carried in a pocket. The dining center telephones are reserved for business use and not for personal calls. You will be

contacted if you have an emergency phone call. Please tell your family or anyone who might call you regarding an emergency to inform the receptionist if their call is urgent. The dining center's office computers are for official business and are not available for personal emails or social media use. Improper use of electronic devices will result in disciplinary action.

Rare exceptions to this policy will be made in emergency situations. Please discuss the emergency with a member of the management staff prior to beginning your shift.

## DINING SERVICES ATTENDANCE POLICY

As a business providing a daily service to a regular group of customers, we rely greatly on our student staff. Because student fees pay for the labor in our dining centers, we try to keep our labor at a minimum to keep costs down. In turn, it is important for each member of our team to be present for their scheduled shifts to ensure the success of our customer service goals. The supervisory staff is here to work with you and assist you in fulfilling your employment obligations and understands that your primary goal is education. If you are having problems with your schedule or are unable to work a shift, this policy clearly states our expectations and the consequences for failing to work your assigned shifts.

### Absences and Tardiness

You are required to find a substitute if you are unable to work a shift. If you are unable to find someone, talk with a student supervisor or scheduling supervisor for assistance. When you find a substitute, you should sign up on the substitute sheet and have a supervisor initial to approve the substitute. Be sure to sign your name, substitute's name, date and job to be worked on the substitute list on the bulletin board. If you are unable to work because of a field trip, rescheduled exam, etc., it is your responsibility to get a substitute. A list of student employees with their phone numbers is posted or available from your supervisor.

Please note: *A substitute must be a student employee who is on payroll, knows the job duties, and is able to adequately perform them.*

1. If you are sick, you must also call in *before* your shift. You are required to find a substitute to fill in for you. The substitute must be someone who is trained for the duties you were scheduled to perform. If your illness is for an extended period, you may be asked to bring in a doctor's note to be excused.
2. Failure to show up for a shift is considered an unexcused absence. One unexcused absence during a semester or the summer is grounds for termination.

3. Emergencies and school-related activities will be taken into consideration when determining an excused absence. Excessive absences, even if excused, are considered in your performance evaluation.
4. You are expected to report promptly for all scheduled shifts. Once you are clocked in, immediately report to your designated work area. Linger by the time clock or handwashing sink can delay opening for meal service. Arriving late to your work area three times during a semester is equal to one unexcused absence.
5. You are required to work during finals (the number of times is determined by your department and supervisor), special dinners, pre-determined week-ends, and the first week of school to receive your semester raise.
6. For returning students, scheduled hours will be determined by the previous semester's attendance and work performance.
7. Absences must be reported with a telephone call made by the employee. It is unacceptable to email or text message your supervisor with your absences. Please speak with a supervisor when you call. Do not leave a voice message.

### **Dismissal**

You may be dismissed from your employment with dining services for as few as ONE unexcused absence. If a shift is missed for any reason, it is important that you contact your supervisor. Please refer to the general section of this handbook for additional information about dismissal. Dismissal will result in an unfavorable final performance evaluation and may affect your eligibility for rehire.

### **Resignation**

In order to resign your employment in good standing, please provide your supervisor with no less than two weeks' notice. Your notice should be in writing. Resignations will not be accepted during the last month of the semester in order to ensure adequate staffing at the end of the semester and during finals week.

## **DINING SERVICES MEALS AND MEAL BREAK POLICY**

As an employee you are encouraged to eat at the Dining Center. Off-campus student employees are not required to eat meals in the dining centers, but to encourage their participation, we offer a meal plan discounted from the cash price. All meals eaten will be automatically deducted from your paycheck for the current pay period and will only be charged for the meals consumed.

Automatically deducted meal charges for off-campus Dining Services student employees are:

Breakfast	Lunch	Dinner
\$4.00	\$5.00	\$5.00

Whenever possible, meals are to be eaten before or after the scheduled serving time. If you are assigned a meal break during a serving time, you must clock out before eating and clock in when you return to work. Your apron and visor must be removed during meal periods.

Not clocking out for a meal period or not scanning a meal card is cause for dismissal. All student employees must have their ID card scanned through the access reader by the checker before eating.

Off-campus student employees may eat meals other than those when they work (except special dinners such as holiday meals, spring dinner, etc.). To attend a special dinner, off-campus student employees must work during that meal period or pay the special dinner guest meal price. Student employees who have worked in pre-preparation for the special dinners, but are not working at the time of meal service, may eat and pay the discounted student meal price at the discretion of their supervisor.

### **Cash Meals**

Student employees may not purchase a cash meal at the discounted price. Cash meals may be purchased at the guest meal price.

### **Meals and Beverages**

No food or beverages may be taken from the dining center or work area. Eating, drinking or chewing gum is allowed only in authorized areas of the dining center and never while on duty.

## **DINING SERVICES REST PERIODS AND SCHEDULED BREAKS POLICY**

Since the majority of the shifts that are worked in the Dining Centers are two to three hours in length to accommodate student schedules, no scheduled breaks exist. If a student works for four consecutive hours, a 15-minute break, on the clock may be scheduled. Please inform your supervisor if you have worked four consecutive hours so that accommodations can be made for your break.

## **DINING SERVICES PERSONAL SAFETY INFORMATION**

When working in any place of employment, there are general rules of safety to consider. Most injuries can be avoided if you take the time to learn proper handling and operation, and pay attention to what you are doing. Dining services does use many pieces of equipment that could cause serious injury if not handled correctly. Review the following to familiarize yourself with some general precautions.

## **Lifting and Stacking**

When lifting heavy objects, use your whole body, including your legs. Never attempt to lift something by bending over and using your back. This will cause serious injury. If you are attempting to carry an item a distance, use a cart to avoid overexertion. When moving equipment, push instead of pull. When stacking items, make sure to avoid stacking them too high or in a manner that may cause them to fall, or where customers may not be able to reach. Ask your supervisor to show you the correct lifting and stacking procedures and practice them.

## **Work Areas**

Be careful when moving throughout the building, especially when going around corners, opening doors into potential traffic areas and navigating through congested areas. *Never run!* Do not get caught between a moving object and doorways, walls or machinery.

## **Eye Safety**

Use proper eye protection when you are operating hazardous machinery or using spray chemicals such as bleach, oven cleaner or window cleaner.

## **Machinery, Tools**

Before using any equipment, learn the correct and safe operating and clean-up procedures. Many pieces of equipment operate with steam and can cause severe burns if mishandled during operation. Ask for assistance if you are unsure how to use any piece of equipment. Even if you are familiar with a certain machine, it is always good to check on specifics. Report faulty equipment to your supervisor. Make sure to return tools and equipment cleaned and in the same condition you received it.

## **General Equipment**

When using any piece of equipment there is always the possibility of injury if mishandled or neglected. Always use care in handling all equipment; make sure to return items to their place of origin.

## **Sharp Equipment**

Knives are the most common sharp equipment used in the dining centers. While you may have used knives before, you may not be aware of the proper techniques to avoid injury. Always keep your fingers tucked in and cut away from you. Make sure you are using the right knife for the job. *Never* use a knife for anything other than cutting food products. Never wave knives when talking. Carry them close at your side with the blade facing behind you if you need to walk a short distance. When using a sharp piece of equipment, pay close attention to what you are doing and avoid side conversations that may distract you. Sharp equipment should never be placed in a sink. Always wash sharp

equipment immediately and return to the place of origin as soon as possible. Ask for instructions prior to using sharp or dangerous equipment for the first time. Any sharp object (blades, small metal pieces, etc.) should be disposed of in the special “sharps” containers.

### **Glass**

Exercise caution when working with glass objects, such as containers and drinking glasses, which are easily broken. This is especially true for dish room employees. Be cautious when handling racks that may contain broken glass. Broken glass and plates should be picked up using a dustpan and broom — never with your hands. To avoid injury when custodial staff handles trash disposal, special containers are placed throughout the kitchen for broken glass and plates.

### **Hot Substances/Surfaces**

When carrying hot items, use dry hot pads and/or gloves. When washing pots and pans, use long rubber gloves provided for the job. (Note: It is easy for hot water to pour into gloves if your hands are submerged too far under water.) Steam escaping from pans, kettles, etc., is very dangerous and should be anticipated. Never attempt to open an oven or steamer door during operation when standing directly in front of it. Check to make sure steam is off before attempting to open any steamer and stand back to let the steam escape before retrieving a food product.

When working near steam pipes, you are encouraged to wear long sleeves to reduce the possibility of burns.

### **General Housekeeping**

Watch for wet spots on floors. Mop up spills immediately and place a “Wet Floor” sign around the area to prevent falls. Return supplies and equipment to their proper location once the spill is cleaned up.



## **DINING SERVICES BIOHAZARDS INFORMATION**

Select employees have been trained to properly clean and dispose of any biohazards, including all body fluids, in the work area. If the injury is not severe, the student should clean up their own blood spills, as their blood is not a hazard to themselves. Regardless of the severity of the injury, all biohazards should be reported immediately to a supervisor.

## **DINING SERVICES FIRE SAFETY AND STORM WARNINGS INFORMATION**

Become familiar with fire safety procedures in your work area. Know where the fire alarms and extinguishers are located and how to use them. Note the location(s) of nearby storm shelters for tornado warnings. A supervisor will answer any questions you have about fire safety and storm warnings.

## **DINING SERVICES HAZARDOUS CHEMICAL INFORMATION**

Sanitation standards and training regarding hazardous chemical information will be provided. Dining Services student employees will be asked to read sanitation and Material Safety Data Sheets (MSDS) information. MSDS information on all chemicals or chemical products, which includes cleaning agents, floor strippers and waxes, solvents and oils, printing inks and toner, etc. is available to all employees in every work unit. A supervisor will answer any questions you have about hazardous chemicals.

## **DINING SERVICES ON-THE-JOB ACCIDENTS INFORMATION**

Notify your supervisor at once if an accident occurs. Injuries that are not life-threatening will be treated at Via Christi Clinic located at 315 Seth Child Road (north of Home Depot/south of the movie theatres) between 8 a.m. to 5 p.m. Monday through Friday. To request a medical appointment for non-life threatening injuries, call the State Self Insurance Fund Office at 785-296-2364. You may also call the Via Christi hot line at 785-323-6000 or toll free at 866-323-6003 anytime to facilitate treatment. These phone numbers are especially helpful if treatment is needed on weekends or after 5 p.m.

Call 911 for any life-threatening injury or report directly to the Emergency Room at Via Christi Hospital located at 1823 College Avenue.

An injury or accident, no matter how minor, must be reported to the supervisor and a written accident report must be completed and submitted to Personnel/ Payroll or your unit secretary within 24 hours. Some work areas may require a follow-up report.

Note: The university reserves the right to make changes at any time to the guidelines included in this handbook.

### **K-State Notice of Nondiscrimination**

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning nondiscrimination policies is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6220. The campus ADA Coordinator is the Director of Employee Relations, charlott@k-state.edu, who may be reached at 103 Edwards Hall, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277.

Revised July 7, 2015.

# HOUSING AND DINING SERVICES

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