

	STANDARD OPERATING PROCEDURE (SOP)		
	<b>Uniform Ordering</b>		
	SOP #: CO.05	Version: 2	Updated: Original: 7-16-17

**Manager and Assistant Manager Uniforms:**

Pants: Black full length pants

Shoes: Per SMCSC Support Staff Handbook

Tops: Chef Coats as provided

**Employee Uniforms:**

Pants: Black full length pants

Shoes: Per SMCSC Support Staff Handbook

Tops: Either Nutrition Services embroidered polo shirt (from approved colors) or Nutrition Services T-Shirt (approved design).

- Only exceptions are for occasional “spirit” or other days at individual school at Managers’ discretion.
- Employees and Managers should not wear non-approved uniforms (including older versions)

**Ordering Procedures:**

**Managers and Assistant Managers:**

- Managers and Culinary Specialist will agree on styles and colors of Chef Coats annually.
- Each Manager and Assistant Manager will receive up to 5 new Chef coats annually based on need.

**Employees:**

- All new employees (substitute or regular) will be issued 3 new Nutrition Services T-shirts upon hire.
- At the close of the employee’s 30 day probationary period, employee will be issued 5 new Nutrition Services embroidered polo shirts.
- Each year around September, all employees will receive 2 new Nutrition Services embroidered polo shirts.
- Should an employee have a need for a size change, Manager can request new shirts for that employee on a case by case basis.
- Used shirts will be stored at ASC and available for free upon request from employees.