

## BOSTON COLLEGE DINING SERVICES

Title: **Uniform Policy**  
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All Dining Services employees, whether benefitted, temporary or student, are provided appropriate uniforms. This policy below documents the steps and forms necessary to order the proper uniform depending on position and classification of each employee. All orders are then to be consolidated and sent to Aux Services Purchasing office for ordering.

### I. FULL/PART-TIME DINING SERVICE EMPLOYEES

#### **Uniform Issue for NEW Employees:**

1. Four (4) uniform sets shall be ordered for each new employee upon acceptance of job position, (see attachment 1 - "Uniform Order Form BC Dining Employee") to be completed by the unit manager and maintained on server by employee name (Last Name, First Name)
2. All new employee uniform order forms shall be forwarded to Vendor/Purchasing Specialist **via e-mail** for ordering. Reasonable period of time for uniform receipt, 7-10 days.
3. Manager shall have the employee sign and date acceptance of uniforms and retain documentation within the employee's file.
4. **All uniforms purchased by Boston College Dining Services shall remain the property of the university.**

#### **Uniform Reissue:**

1. Uniforms (up to four sets) may be replaced once a year typically in August/September (but not necessarily).
2. Employees needing uniforms must request a uniform order form from the unit manager.
3. Employee completes the form after trying on pants at BC laundry in Lyons. This is to ensure proper fit of pants as all pants ordered are NON-RETURNABLE. If the employee orders the wrong size, they will still be held responsible to be in uniform and may have to purchase the proper sizes on their own.
4. Employee signs, dates and turns in the order form to the unit manager.
5. Unit manager will sign and date upon acceptance of the form.
6. Once the order has been placed on the proper spreadsheet and sent to purchasing, the order form will again be dated by the manager as proof of the order processing date.
7. When the order arrives, the employee and manager review together that the order is correct and the employee signs, dates and acknowledges the number received.
8. The completed form is then placed in the employee file for documentation and a copy sent to the HR file.
9. Any employee wishing to purchase extra uniforms on their own may do so. Please see a manager for specific costs of individual items. The employee must make a check payable to Boston College in the amount of the uniform(s) and submit to the General Manager who will forward it to assistant director for purchasing (canceled check will be employee's receipt). Checks will be forwarded to Accounts Payable for posting to a general uniform account.

#### **Worn Uniforms:**

1. Any uniform which does not meet acceptable appearance standards, due to normal wear will be replaced by Dining Services. **The old uniform must be turned in to the General Manager before a new uniform will be issued for an even exchange.**

#### **Lost Uniforms:**

1. Employee will be responsible for the cost of the replacement uniform.
2. Employee must make check payable to Boston College in the amount of the uniform(s) and submit to the General Manager who will forward to assistant director for purchasing (canceled check will be employee's receipt).
3. Checks will be forwarded by accounting office to Accounts Payable for posting to general uniform account.

#### **Out-grown Uniforms:**

1. If any employee's size changes during tenure, replacement uniforms will be exchanged equally for the number returned. Returned uniforms become general stock.

#### **Employee requests to purchase uniforms outside this system:**

An employee uniform reimbursement request must first be directed to the Unit Manager, and then to the Assistant Director for Purchasing for final approval. Dining Services will not reimburse any amount over the market cost of department purchased uniforms. Once final approval is given, the employee must submit to his/her manager who in turn will forward to Assistant Director for Purchasing for reimbursement; a legible register receipt of paying by cash/check; if paying with personal credit card you must provide the store receipt and a copy of your credit card statement (blacken out all personal account numbers on your statement). Reimbursement checks will be sent to an employee through campus mail and may take up to 2 weeks.

## II. UNIFORM STANDARDS FOR ALL EMPLOYEES

**All positions must wear non-slip completely black shoes/sneakers & company issued nametag to be worn on the left front of their uniform shirt.**

- 1. Baker:**
  - a. Utility shirt, checked pants, white aprons; black BC Dining issued hat or visor
- 2. Bakery Manager:**
  - a. Chef coat embroidered; black pants, white aprons; BC Dining issued hat or visor hat or visor
- 3. Chef, Cook, Lead Food Service Worker, Food Service Worker:**
  - a. Chef coat with name; black pants, white aprons; BC Dining issued black skull cap
- 4. General Service Worker, Cashier:**
  - a. BC Dining issued shirt; black pants; BC Dining issued hat or visor
- 5. Receiver:**
  - a. Black polo shirt; black sweatshirt; black pants; 3-season jacket; BC Dining issued hat or visor
  - b. Receivers may purchase and wear neat blue jeans in place of black pants (receivers will be reimbursed the “market cost” of department purchased pants with a legibly signed store register receipt. The General Manager must sign all submitted receipts.
  - c. General use (shared) freezer coat for dock receiving areas.
- 6. Support Employment**
  - a. BC Dining issued shirt; black pants; BC Dining issued hat or visor
- 7. Utility Worker:**
  - a. BC Dining issued shirt; black pants; BC Dining issued hat or visor
- 8. Addies, Hillside, CoRo Cafe, Legal Grounds, the Market, Stokes Chocolate Bar, and Tully Cafe:**
  - a. BC Dining issued shirt specific to the location; black pants; BC Dining issued hat or visor
- 9. Catering - Lead Wait Staff**
  - a. Black or Grey long sleeve oxford shirt, black pants, black apron, BC necktie
- 10. Catering - President’s Suite**
  - a. Blue long sleeve oxford shirt, black pants; black apron, BC necktie
- 11. Catering - Support Services:**
  - a. Black polo shirt; black sweatshirt; black pants; 3-season jacket; rain gear; BC Dining issued hat or visor
- 12. REN Positions:**
  - a. BC Temp - BC Dining issued 2 T-shirts; BC Dining Issued hat or visor
  - b. Student Manager - Black polo shirt; BC Dining Issued hat or visor (Hillside/Stokes – long sleeve logoed shirt)
  - c. Students - BC Dining issued shirt specific to location; BC Dining issued hat or visor
  - d. REN Cooks - Shared Chef Coats provided from the unit and laundered at Lyons Hall. BC Dining issued hat or visor.

## III. MISCELLANEOUS INFORMATION

**All uniforms purchased by Boston College Dining Services shall remain the property of the university.**

- 1. Laundering:**
  - a. Dining provides laundering services for all employees issued uniforms, however, an employee may choose to personally launder his/her uniforms. If an employee chooses to utilize department services, the employee is responsible for dropping off and picking up their own uniforms from the laundry at Lyons.
- 2. Resignation or Termination:**
  - a. All employees must turn in all uniforms to the GM of the currently assigned unit when leaving the unit upon resignation or termination. This will allow for ongoing accountability of the university's property.
  - b. All employees not able to account for four uniform sets will be charged the market cost for replacement.

