

Provo City School District
Policy Series 6000 Finances and Operations



6230 P2

Child Nutrition Uniform: Dress and Appearance

In accordance with Provo City School District *Clothing Allowance Policy 6230*, the Child Nutrition Department will implement a clothing/uniform allowance to coincide with *Child Nutrition Uniform Policy: Dress and Appearance 6230 P2*.

Child Nutrition Uniform Policy: Dress and Appearance 6230 P2: Child Nutrition employees must comply with the department dress and appearance standard during work hours.

Procedure for Implementation:

1. For professionalism, uniformity, and safety and sanitation, Child Nutrition kitchen workers will only wear approved department uniforms, shoes, and clothing during work hours.
 - a. Scrub top.
 - b. Navy blue or black scrub/slack bottoms. Levis, leggings, tights, or sweat pants are not allowed.
 - c. Clean, white or black work shoes with non-skid soles. In accordance with Occupational Safety and Health Administration requirements (OSHA), no open toed or open heeled shoes are allowed.
2. See **6230 P1** for district clothing allowance procedure
 - a. To assist with cost, kitchen managers and workers hired before November 1 of the current school year will receive a \$190.00 uniform allowance annually for the purchase of department approved kitchen uniforms. If hired after November 1, uniforms will be purchased by the employee at their own expense.
 - b. Clerks are not eligible for the uniform allowance. However, clerks are expected to maintain modest and professional dress during work hours.
 - c. The uniform allowance will be paid to the employee through payroll and is considered taxable.
 - d. Any employee who has been paid the uniform allowance, and who leaves this position for any reason during the school year will reimburse the Child Nutrition Department for the allowance based on a monthly prorated amount. However, any employee who leaves prior to completing 40 working days will have the full allowance recaptured. Any recapture of uniform allowance will be taken from the employees' final paycheck.
3. Each employee will receive a copy of the *Child Nutrition Uniform Policy: Dress and Appearance 6230 P2* during New Hire Orientation. A current copy of the policy will be posted on the department website (<http://itsmealsprovo.com/>).
4. The department director and coordinator, and kitchen managers will monitor employees to ensure compliance of all district and department policies and procedures. Failure to adhere to procedures as specified herein may result in disciplinary action, up to and including termination of employment.

Procedure for Uniforms:

1. When first hired, new employees will receive one (1) uniform top, and one (1) apron.
2. New employees must obtain all required uniform components within four (4) weeks of hire date. Uniforms are expected to match current colors and styles used in PCSD schools.
3. Current employees may use existing uniforms if in good condition to begin the new school year. New uniforms must be purchased by the end of each November with the employees' annual uniform allowance.
4. A turtle-neck or T-shirt may be worn under the uniform top. No logo or design is allowed and the color must be white, black or the color of the uniform top. For safety reasons, turtle-neck tops and sleeves must be snug and cannot have draping material.
5. To keep warm, a clean coat may be kept on site and worn over the uniform while in the back kitchen area. Coats may not be worn while serving food.
6. Modest, knee length shorts may be worn during the Summer Feeding Program. Levi shorts are not allowed.
7. With approval, some schools may have their own uniform colors.
8. The department director or coordinator may approve uniform modifications to support special school functions or department meetings.

Expectations for Safety and Sanitation Reasons:

1. Daily, all clothing will be clean, free from stains, wrinkles, tears and split seams.
2. Employees must remove aprons when leaving prep areas, taking out garbage, using the restroom, and any other appropriate time.
3. Employees must always wear a hair net or cap to restrict both long and short hair when working in the kitchen area. Hair accessories that could become physical contaminants are not allowed. All hair must be covered including bang hair.
4. No uncovered jewelry including facial or ear rings, medical bracelets, or watches may be worn by employees when preparing and serving food. Employees may wear a plain wedding band.
5. To avoid contamination of food, employees must maintain good personal hygiene and will shower or bathe before work.
6. Employees must keep fingernails clean and short. Long, false, or polished fingernails are not allowed. Single-use gloves are required when preparing and serving food.
7. Employees must always wash hands thoroughly before handling food, after all breaks, and any other appropriate time after hands have become contaminated. Hands must be washed in the designated handwashing sink for the proper amount of time before putting on fresh gloves and starting a new task.
8. Smoking is prohibited during work. In accordance with Provo City School District ***Drug-Free Workplace Policy 5201***, the district is a drug-free, tobacco/smoke-free, and alcohol-free workplace.

Adopted: June 2016