

OTSEGO MEMORIAL HOSPITAL
Gaylord, Michigan

DATE: 3/1993

POLICY AND PROCEDURE MANUAL

REVIEWED	REVISED
05/00, 05/01	02/00, 03/04
10/02, 06/04	12/10, 09/14
10/06, 11/08	
09/12	

DEPT./AUTHOR: Food Service/Cindy Griffith
DISTRIBUTION: Food Service

RE: Dress Code **Code# FS.d.13**

KEY WORDS: Appearance, slacks, polo shirt, shoes

PURPOSE: To provide comfort, uniformity, and professional appearance in the food service department.

POLICY: To provide food service employees with proper guideline for dress. The food service staff will follow the guidelines listed in the policy.

PROCEDURE:

1. Food service employees will wear khaki or black slacks, and solid color polo shirt. Logo shirts are not approved.
2. White or light colored turtleneck shirt will be allowed under hospital approved polo shirt for warmth.
3. To protect uniforms aprons are to be worn in the food preparation areas at all times and must be changed whenever soiled to keep a clean neat appearance. Aprons should be removed whenever you leave the kitchen area for cleanliness reasons.
4. **Shoes can be any color and style as long as they are leather or have hard uppers in order to protect feet from falling objects. No open toed shoes are allowed.**
5. Hair must be completely covered by a hair net or surgical bonnet. Hair must be up off your shoulder.
6. Keep body and hair clean. Fingernails clean and without polish. No artificial fingernails are allowed in the food service department.
7. Name badges must be worn at all times per Hospital policy and employee handbook.
8. The only ring allowed is a wedding band. Loose and dangly jewelry is not allowed.

Revised by: Cindy Griffith

Date: September 2014

Approved: _____
Administrative Representative

Date: _____

Signed copy on file in Administration