



# UNIVERSITY HOUSING

## *Dining Services*

# ***STUDENT EMPLOYEE HANDBOOK***

DINING SERVICE ADMINISTRATION  
530 N. 17<sup>th</sup> ST.  
LINCOLN, NE 68588-0622

(402) 472-9046  
[housing.unl.edu/dining](http://housing.unl.edu/dining)

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# WELCOME

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Welcome to University Dining Services. We're glad you're part of our team. Each individual on our team plays a very important role in making University Dining Services a great service organization.

University Dining Services takes pride in serving healthful and high quality meals throughout all of our dining services, retail units, and catering department. Our list of values identifies areas of importance for each of us to achieve as we provide the best service and menu items to all of our customers.

You were selected to be part of our team because we believe that you'll help make us even more successful in meeting our mission of providing high quality and safe menu items, as well as the best customer service. This handbook was designed to help you be effective in meeting your goals as a member of the University Dining Service team and in meeting our goals of service to our students, faculty, staff, and guests.

**We're glad you're here and we know you give us your very best every day.** Make our goal your goal — a high quality dining service in a welcoming environment.

Best wishes and welcome,

Ron Burke | Associate Director

Pam Edwards | Assistant Director

Ellen Hardy | Food Stores Coordinator/Buyer

Harry Tilley | Abel/Sandoz Dining Service Manager  
*Abel North, Abel South, Sandoz & Courtyards*

Joel Fogerty | Willa Cather Dining Service Manager  
*Neihardt, Knoll, University Suites, Eastside Suites*

Pat McManus | Harper Dining Service Manager  
*Harper, Schramm, Smith, Village*

Gina Guernsey | Selleck Dining Service Manager  
*Selleck, Kauffman*

Rebecca (Becca) Wood | Retail Operations Manager

Kathy Sildmets | Nebraska East Union Café and University Catering Manager  
*East Campus Residence Hall*

## VALUES

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Employees of University Dining Services (UDS) work in an environment that upholds and maintains ethical work values. By working at UDS, you become part of our value system!

Integrity | Respect | Teamwork | Good Nutrition | Positive Communication  
Consistency | Excellent Customer Service | Cooperation | Professionalism | Fun  
Excellence | Fairness | Fiscal Responsibility | Flexibility | Diversity  
Quality Service | Quality & Safe Food | Trust

## MISSION

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The mission of the University of Nebraska–Lincoln (UNL) UDS is to provide a safe and inviting atmosphere, healthful meal choices and quality service in an environment that promotes the diversity, growth and education of our students, faculty, staff and guests.

## PAYROLL INFORMATION

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- You will NOT be allowed to work in UDS until all appropriate paperwork has been completed and processed with University Housing Payroll.
- Paperwork includes (U.S. residents): *W-4*, *I-9*, *Personnel Data Form* and *Direct Deposit Form*. In addition, a copy of your original, signed social security card and valid photo ID will be taken.
- International students must have a valid social security card, passport, *I-20* and complete the appropriate paperwork.
- Additional forms may be needed, depending on employment status and country of citizenship.
- Hourly employees are paid on a biweekly schedule every other Thursday. Payroll is processed two weeks in arrears. Refer to the handout provided by University Housing Payroll to determine when you will receive your first paycheck or contact a member of the dining services administrative team for a list of dates. You can log-in to firefly at <https://firefly.nebraska.edu> to view your paycheck.
- Students should work with the department manager for a return visit to the housing payroll on-boarding. A user name and password will be created at this time that will provide access to firefly and other UNL accounts.
- UNL offers two methods of payroll payment; direct deposit or debit card payment through *US Bank Focus Card*.
- Report address, email and phone number changes promptly to your supervisor and the dining secretary. NOTE: Your *W-2* will be mailed to the permanent address on file on January 10<sup>th</sup>.

## PAYROLL INFORMATION (continued)

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- Update your manager with any changes to your student status (i.e. no longer taking classes, not enrolled, etc).
- Continued employment with UDS is not automatically renewed each semester. Inform your manager of your interest in working additional semesters, including the summer.

## TIME CLOCK PROCEDURES

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- Ensure you clock in under the correct position.
- Notify a manager to have your time corrected if you fail to clock in/out or the time clock/your NCard (time card) is not working. Time sheets must accurately represent the number of hours you work each day.
- Under no circumstances may you use the clock to record another employee's time. Failure to follow this rule subjects you to disciplinary action.
- Employees are expected to clock in and out at the assigned time. Disciplinary action may be taken for unexcused tardiness.
- All overtime must be approved, **in advance**, by a manager.
- Employees are required to clock out and back in for meal breaks. Per University Housing policy, a complete 30-minute, unpaid break must be taken **within** six hours from the beginning of your shift. If working a four hour shift, a 15-minute break is given. Contact your immediate supervisor to determine the best time for a break.
- You must get permission from your manager or another member of the management team if you must leave the unit during your shift. Clock out when you leave the building; clock back in upon returning and be ready to work.
- You must review for accuracy and sign your time sheet and *Period Totals Report* at the end of each pay period.
- If you have questions about your pay advice, please check with your manager.
- International students are allowed to work a maximum of 20 hours per week. If this regulation applies to you, it is your responsibility that you abide by it. **If someone asks you to sub for them or work extra hours and you will go over 20 hours, you must say no.**
- You may check your current hours worked using the *EmpCenter website* (<http://housingtime.unl.edu/>) and you will need your Blackboard/MyUNL.edu login information to access the website.
- Do not clock out until your assigned duties are completed. Check with your supervisor before leaving.
- If you finish your tasks early, you will be expected to help out wherever needed. "Spare time" should be spent productively, assisting your co-workers. If work is slow, you may be asked to clock out.

## WAGES AND RAISES

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Hourly rates are established by position and location. All student employees are paid in one of the following classifications:

- **Student Dining Service Workers** (includes work on serving lines, salad and vegetable preparation, dessert and cooking areas, dining rooms, dish rooms, retail operations, catering, cashiering, and offices)
- **Dining Service and Dining Service Retail Student Employee**
- **Dining Service Student Supervisor and Dining Service Student Manager**
- **Dining Service Office Assistant**

For current wage rates, please see the employment page on the housing website:

<http://go.unl.edu/y8q4>

## PROMOTION

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Many UDS units employ student supervisors and student managers. These positions offer an opportunity to advance, participate in management and supervise other student employees.

Job openings will be posted within each unit. Applications are accepted, interviews are conducted and the selection is made. Contact your manager for specific information regarding student supervisor or student manager positions.

## ATTENDANCE

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You and the job you do are important to maintain a quality food service organization. You are expected to be at work on time according to your schedule. You are expected to be in uniform, clocked in and at your designated station at the assigned time.

- Student employees are responsible for their scheduled times.
- If you have cause to be absent, it is **your responsibility to find a substitute**. Your substitute slip must be approved by the manager a minimum of 48 hours in advance of your absence. Continual use of substitutes is discouraged.
- Verbal agreements for substitutes are not permitted. Any substitute who does not fulfill a work agreement will receive an unexcused absence slip.
- Requests to report late for work or to leave early should not be made, except in extreme emergencies, unless a substitute is available.
- If you must change your schedule for ANY reason, speak to your supervisor to obtain permission.
- Call the KITCHEN OFFICE (at least 30 minutes prior to the shift start) when you cannot come to work for any reason. Follow the directions for leaving messages as set forth by your dining center but continue to call until you are able to speak to a person.
- An employee must report to their manager if they are experiencing any of the following symptoms: vomiting, diarrhea, jaundice, a sore throat with fever or a lesion that is open or draining.
- If you become sick during work and must leave, notify the supervisor on duty before clocking out.
- A doctor's release may be requested from your supervisor. In that case, the note must be given to your supervisor the day you return to work.

# UNIFORMS

## General Information

- An employee's uniform consists of a t-shirt top, bottom, shoes, socks (required), apron and hair restraint.
- Employees are responsible for keeping his/her uniform clean and in good repair.
- Uniform t-shirt top(s) will be provided by the university at initial hire. The number provided is based on number of hours worked per week.
  - 5 to 10 hours/week = one (1) shirt
  - 11 to 20 hours/week = two (2) shirts
  - 21 and more hours/week = three (3) shirts
- Retail employees will be given a dark brown t-shirt at initial hire. The number provided is based on the number of shifts scheduled per week.
  - one (1) shift = one (1) shirt
  - two (2) to three (3) shifts = two (2) shirts
  - three (3) to five (5) shifts = three (3) shirts

Students working consecutive years for either UDS or Retail will only receive new t-shirts if their original t-shirt(s) is/are no longer acceptable. Replacement t-shirt(s) is/are provided at the manager's discretion. Students who work five (5) shifts or more during the summer are given five (5) shirts.

## Policies – These Must Be Followed

- **Uniforms must be worn whenever a dining unit is in service operation unless notified by the unit manager.**
- The UDS department will purchase tops (t-shirts) in the style and color designated.
- Uniform bottoms must fit properly to allow for ease of movement while working. Slacks, walking shorts, skorts, skirts and Capri's must be a mid-rise style or higher, must cover any undergarments and must be no shorter than mid-thigh. Uniform bottoms that are too tight or too loose are not acceptable. **Sweat pants are not acceptable.** It is the manager's discretion to determine if an article of clothing is too tight, too loose, poses a hazard to the employee or does not display a professional appearance.
- **Shoes must be enclosed,** comfortable and safe in a kitchen environment. Shoelaces and fasteners should not present a tripping hazard. Employees are required to wear socks for their protection.

## UNIFORMS (continued)

- Hair restraints
  - Hairnets – supplied by UDS
  - Ball caps – may purchase (at cost) from UDS; red, tan, black or blue
- **Hair restraints (hairnets or ball caps) are required in the following UDS areas:**
  - Production
  - Service lines
  - Salads
  - Dish room
  - Desserts
  - Ingredient room
  - Salad preparation
  - Catering – production
  - C-Stores
  - Retail – production
- **Hair restraints (hairnets or ball caps) are not required in the following UDS areas:**
  - Cashier – unless asked to work in production or in the service line areas
  - Storeroom
  - Secretaries
  - Catering – service
  - Custodian
  - Retail

### Special Uniform Conditions

- Managers may use their discretion and exempt the requirement of uniform wear. Employees will be notified when holidays, theme days or other special events will be observed in their individual unit. Additionally, clean-up day and special dress days, such as t-shirt days, may be observed.
- Catering Uniforms
  - Red or black polo shirts or a black dress shirt will be provided to individuals working catered events. These items will remain the property of the catering department and are not to be taken home by the employee. It is the responsibility of the catering department to launder the shirts. Catering employees are required to wear black dress slacks, black shoes (enclosed toes) and black socks for the catering events. It is the employees' responsibility to provide the black slacks, black shoes (enclosed toes) and black socks.

## EXPECTATIONS FOR YOUR APPEARANCE

UDS reserves the right to monitor the acceptable appearance of employees. You may be asked to correct uniform problems. The following are policies for UDS employees:

- Use good personal hygiene; be neat and clean at all times.
- All clothing must be clean and in good repair.
- Wear clean socks/hose and clean, comfortable shoes with closed toes and heels.
- Tie all shoelaces.
- Have clean hair and keep it covered with a designated UDS ball cap or hairnet as required. Ball caps can be purchased on site. Hairnets are available to all employees at no charge. When wearing a ball cap, hair must be pulled back and restrained with a tie or pulled back through the opening in the ball cap. Your UDS ball cap should only be worn at work, bill forward. You are responsible for keeping your ball cap clean at all times. Employees choosing to wear hairnets must keep all hair restrained.
- Facial hair is permitted if kept neat, clean and trimmed. Unit managers will determine acceptability in cooperation with the employee, keeping in mind that professional appearance is the standard.
- Keep your fingernails clean and in good repair. Fingernail polish and artificial nails are discouraged but, if you do have them you must wear gloves at all times when serving and preparing food.
- Loose or dangling jewelry is considered a safety/sanitation hazard. UDS recommends following the *Nebraska Food Code* while working, (*Nebraska Food Code 2-303.11* **“Prohibition: Except for a plain ring such as a wedding band, while preparing food, food employees may not wear jewelry including medical information jewelry on their arms and hands.”**) However, UDS does allow most earrings (to be determined by your manager); a small chain necklace inside your top; and work-related pins. Accessories and jewelry should be conservative in nature, must conform to state and federal sanitation guidelines and should complement a business-like appearance.
- Always conduct yourself in a professional manner. People who feel good about themselves produce good results.

Individual operations may have special uniform requirements. Your manager will let you know of any further expectations. You are expected to be in uniform at your assigned station.

All uniform items provided by the department must be returned when you leave employment. If items are not returned or are mistreated, you may be held responsible.

## SAFETY AND HEALTH

The health and safety of our customers and employees is very important. Major sources of food contamination and the spread of infectious disease occur from the nose, mouth and hands. Therefore, **it is essential that all employees maintain high personal hygiene standards.** You are a representative of UDS. Our guests will determine the quality of our service by both cleanliness and professionalism.

**There must be no bare hands contact with ready-to-eat foods.** A UDS employee working with or serving a ready-to-eat food must have a second barrier between their hands and the food (i.e. tongs and non-latex gloves are required). **All staff working in the kitchen must wear a hairnet or a UDS ball cap.**

Any UDS employee absent from work because of illness may be required to submit a doctor's statement verifying that the employee is free of communicable disease before he or she may return to work. Employees should follow these procedures:

- Report to your manager if you are experiencing any of the following symptoms: flu-like symptoms, vomiting, diarrhea, jaundice, a sore throat with fever or a lesion that is open or draining.
- Hands and arms must be thoroughly washed with soap and warm water before starting work, after handling soiled articles and after using the restroom. Please refer to the hand washing procedures outlined in the *Food Handler's Permit* training.
- All blood spills should be promptly reported to your supervisor. Blood spills require a special cleaning procedure. Do not attempt to clean up without checking first with your supervisor.
- Never wear your apron when going into the restroom.
- Do not cough, sneeze or clear your throat/nose near food or dishes. Use a tissue to cover your mouth and nose when necessary and wash your hands immediately after each use of the tissue.
- Keep hands and fingers away from your/other's hair, face, nose and mouth where germs may be picked up and transmitted to food.
- Eat and drink only in the dining room or designated area.
- Drinking during work time is allowed from beverage cups with lids and straws from the following areas:
  - a. Employees will place their beverage cups on a shelf or rack in identified dining center work areas that are close to hand sinks. Employees may drink beverages in that area during work and must wash their hands following having a drink.
  - b. Employees may go to the dining room area and select a drink from one of their beverage dispensers, drink the beverage in the dining room and wash their hands before returning to work.
- Nail polish (clear or color) and artificial/sculptured fingernails are permitted for food handlers only if gloves are worn. Gloves should be changed as often as you would wash your hands.

## SAFETY AND HEALTH (continued)

- Do not chew gum or chew tobacco in or near the food preparation and service areas.
- Smoking is only allowed in designated areas outside of the building during your designated break time.
- You must wear a Band-Aid and a disposable glove over open cuts or sores. These need to be changed frequently (please refer to the hand washing policy).
- All infections, open cuts and sores must be reported to the employee's supervisor.
- Good personal hygiene is expected.
- Follow food safety guidelines at all times.
- Walk (rather than run) in all work areas.
- Think safety and work carefully. Many accidents can be prevented.
- Report any unsafe conditions to your manager.
- Walk carefully and cautiously on wet floors.
- Sweep up broken china and glass immediately and dispose of it in the appropriate receptacle in the dish room.
- Never place a glass jar, knives or any sharp utensils in a sink. They should always be placed in a pan.
- Immediately report needed equipment maintenance repairs/adjustments to your supervisor rather than attempting to make repairs yourself or operating malfunctioning equipment.
- Keep your work area neat and orderly. Immediately cleanup spills, dropped food items and water on the floor.
- Shut off equipment before leaving the work station.
- Turn off and disconnect all equipment before disassembling or cleaning.
- Clean and sanitize your area thoroughly before clocking out.
- Check with a supervisor concerning the correct use of chemicals.
- Use only proper utensils (feeder plate, plunger or paddles) to hold or feed food into slicers, mixers, choppers, disposals or grinders.
- Use hot pads or gloves when handling hot containers and utensils. Never use a wet rag to handle hot pans, etc.
- Keep clear access to all fire exits and fire-extinguishing equipment.
- In case of fire, pull the alarm and leave the building.
- Know where the fire and tornado exits are in your building.
- Use proper lifting techniques and carts whenever appropriate. Ask for help lifting items weighing 50 pounds or greater.

Your help is needed to maintain a safe work environment. Watch for unsafe conditions such as greasy or wet floors; be alert and cautious while using the equipment and be sure you thoroughly understand how to operate each piece before using it.

## **SAFETY AND HEALTH (continued)**

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Report any on-the-job injury to your manager. The importance of completing the proper forms and making sure you receive proper treatment for an injury cannot be overemphasized. Failure to do so jeopardizes not only your personal health, but also your claim for disability and workers' compensation.

Depending on the severity of an injury, the employee may need to see a physician or be sent to the emergency room in an ambulance. **University guidelines state that only an employee's manager should transport a university employee to a health care provider in a university vehicle.** If the injury is not of a serious nature, the injured employee should arrange for transportation from a friend or family member. If warranted by the nature of the injury, an ambulance should be summoned by calling 9-911. Tell the health care provider that the injury is work related and have the provider file the claim with Gallagher Bassett (the university's carrier for workmen's compensation). For your safety, you must furnish your manager with the required doctor's release before you return to work.

Any UDS employee absent from work because of illness may be required to submit a doctor's statement verifying that the employee is free of communicable disease before he or she may return to work. Employees should follow these procedures:

- You must report to your manager if you are experiencing any of the following symptoms: flu-like symptoms, vomiting, diarrhea, jaundice, a sore throat with fever or a lesion that is open or draining.
- You must report to your manager if you have had, or have been exposed to, any of the following illnesses: Norovirus, Hepatitis A, Shigella, E-Coli or Salmonella. This action is to prevent the spread of disease and to comply with Nebraska health laws.
- You must follow food safety guidelines at all times.

Meetings and training on safety and sanitation are held regularly in your unit. Following the safety rules and regulations listed protects you, our customers and your fellow workers.

## PERSONAL CONDUCT

- Be courteous and attentive to all customers.
- Be friendly but no excessive socializing.
- Appropriate language is expected.
- Speak in a normal or low voice. Shouting is not allowed.
- Do not eat or drink in the food production and serving areas.
- Telephones in the units are for business use only. As a general rule, employees are only called to the telephone in an emergency. If it is necessary to make a personal phone call during work, you must obtain permission from the manager on duty.
- Technology used for music in production and server areas must be arranged by the manager.
- Use of personal electronic devices such as cell phones, earphones, personal CD players, MP3/iPod players, iPads, e-readers, etc., is restricted to break time.
- Do not lean or sit on counters, tables, glass racks, or other equipment.
- You are expected to be working at all times. Check with your supervisor if you need a task to do.

## EMPLOYMENT INSTRUCTIONS

For your protection, safety, comfort and to ensure the quality of our products and services the following instructions policies apply to all employees. This list does not include every situation that may occur. Others will be handled on a case by case basis.

- Assignments are made by your managers and team leaders. You are expected to work where assigned.
- Employees are expected to be at their work station when their shift begins and remain there during working hours.
- Employees are responsible for following all oral and written instructions given by their managers and team leaders.
- If you finish your tasks early, please help wherever needed. Your time should be spent productively, assisting your co-workers.
- No property belonging to others (e.g. students, faculty, staff, guests or university-owned) including empty containers, may be removed from the work site or campus without specific written approval of the manager on duty.
- No food may be removed from the unit.
- All packages and containers you wish to bring into or take from the work site or campus are subject to inspection and approval of the manager on duty.
- Each employee is provided an email address; it is your responsibility to read email communication from the university. A departmental computer is available for your use.

## EMPLOYMENT INSTRUCTIONS (continued)

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- Employees that are not required by UDS to carry a cell phone must turn off personal cell phones during scheduled work time. Employees may use cell phones during scheduled break periods only.
- **While you are on duty, friends and relatives should visit you only in the case of an emergency. They must report to the office and remain there until the manager gets you. Friends and relatives should not be in the working area or provided food at any time. They may purchase and eat meals during meal hours by paying the cashier and eating in the dining room.**
- Meals are provided to employees only during their scheduled work shifts. Only one reduced price meal per day may be purchased at the employee rate.
- An employee on his/her day off is considered a visitor. He/she should only be in the office or dining room as a paying guest during meal hours. If eating a meal, he/she would pay the guest meal rate.
- To set an example for our customers, dining service employees must wait their turn in the serving line and are only offered the same food as the customers. **No food item may be saved to be eaten later.**
- In compliance with the *University Smoking Policy*, smoking is permitted only in designated areas, only during scheduled breaks and must always be followed by hand washing. Eating, drinking, chewing gum, chewing tobacco and the chewing of tooth picks are sanitation hazards and are **NOT** allowed during work per food health safety standards.
- According to UNL Policy, possession of, the use of or reporting for duty while under the influence of narcotics, alcoholic beverages or other unlawful drugs on university property or while performing duties of employment will justify corrective action.
- UDS supports the university's policy which states sexual harassment in the workplace or educational environment is unacceptable conduct.
- Employees are expected to maintain a secure and safe work environment by locking designated doors, following the set cash handling procedures, maintaining security of passwords, etc.
- University policy prohibits gambling, fighting, threatening or abusive language and bodily injury to another.
- UDS is not, under any circumstances, responsible for money or other valuables brought to the work site. Lockers, if available, are subject to inspection.
- An employee must notify his/her manager within 24 hours of a criminal conviction.
- Employees are required to complete an annual *University Housing Policy Review* and background check.

## TRAINING

Students are required to take the following four classes within 30 days of starting work. A manager will arrange a time for you to take them as soon as possible:

- Orientation
- CORE (Injury, Illness and Accident Prevention) and Chemical
- Food Safety
- Ergonomics

## MEAL POLICY

As a member of the UDS student employee team, you are allowed to eat in the dining centers at a discounted rate. Those employees wishing to use this benefit must adhere to the following guidelines:

- Discounted meals are limited to one per day at a cost of \$3.00 for breakfast, lunch or dinner and must be eaten by the employee during the meal break.
- Clock out during meal break if more than 15 minutes.
- You may **ONLY** purchase a discounted meal if you are scheduled to work that day.
- You may **ONLY** purchase a discounted meal right before your shift, right after your shift, or during your shift if you have a meal break.
- You must have your **uniform top on in order to purchase a meal.**
- You must have your NCard scanned (you should be set up in the system to receive the employee discount). **You must eat at the hall where you are working.**
- You may charge your discounted meal on your NCard (if you have opened an account through the NCard office), pay cash or use a credit card.
- No food may be taken from the unit and all food must be eaten in the dining room or designated area. Check with your manager for specific meal policies in your unit. Beverages are available, free of charge, during employee break periods.

These guidelines must be followed or possible disciplinary action may occur. If you have any questions, talk to your manager.

## RESIGNATIONS

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If you are considering resigning from your job with UDS, please discuss your work situation with your supervisor. Should you then decide to proceed, you are required to give two weeks notice in order to remain in good standing. You are responsible for working or finding a substitute during this period. Those who resign without giving proper notice will NOT be rehired.

The application form you completed and *signed* states: **“I UNDERSTAND BY ACCEPTING THIS EMPLOYMENT THAT I AGREE TO WORK ALL ASSIGNED SHIFTS, WHICH INCLUDES ALL ASSIGNED WEEKENDS AND DURING FINALS WEEK.”**

Consult with your management staff regarding policies for returning your University Housing ID card and/or NCard.

## TERMINATION

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Disciplinary pink slips are filled out by the on-duty dining service supervisor for unexcused absence, unapproved tardiness, misconduct or improper job performance. Slips are kept in a permanent student employee file for a full academic year. You will be notified when you have been issued a pink slip. Any of the circumstances listed below are grounds for dismissal:

- Not being courteous or attentive to a customer’s needs or requests.
- Unsatisfactory work.
- Dishonesty.
- Excessive tardiness, absenteeism, excessive use of substitutes, etc.
- Horseplay and fighting.
- Meal plan misuse/abuse.
- Influence of alcohol, narcotics or other unlawful drugs while on duty.
- Obscene language or conduct.
- Repeated conduct violation.
- Not reporting to work the first week or failing to work the last week of the semester; as scheduled.
- Disrespect for the supervisor/insubordination including failure or refusal to carry out instructions. Disrespect/refusal of a legitimate request from a customer.
- Repeated failure to follow appearance, hygiene and uniform requirements.
- Any theft.
- Possession of firearms, dangerous weapons or explosives.
- Any repeated time card violations.

# THANK YOU

We hope this information helps you better understand your role as an employee of University Dining Services. To achieve the mission of University Dining Services, we need your great ideas, your good job performance, enthusiasm and dedication. You are part of a great University Dining team and we value your input!

**WE'RE GLAD YOU CHOSE UNIVERSITY DINING SERVICES!**

# TELEPHONE NUMBERS

Dining Services and Food Stores						
Name		Title	Email (@unl.edu)	Room #	Phone #	Cell #
Ron	Burke	Associate Director	rburke1	119	402-472-9047	402-314-4212
Pam	Edwards	Assistant Director	pedwards1	114	402-472-9045	402-310-9960
Terri	Hutchison	Admin. Support	thutchison7	118	402-472-9046	
Tammi	Traeger	Dining Systems Coord.	ttraeger1	115	402-472-0555	
Student Worker		Reception Desk			402-472-1694	
Food Stores   1140 N. 14 <sup>th</sup> St. (68588-0607)				Phone: 2-9046		
Ellen	Hardy	Buyer/Stores	ehardy1	120	402-472-4920	402-450-6376
Dodie	Fearing	Supply Control	dfearing2	117	402-472-5103	402-601-7792
Catering						
Kathy	Sildmets	Catering Manager	ksildmets1		402-472-8161	402-540-9196
Brandie	Schroeder	Catering Team Leader	bschroeder3		402-472-8097	
Jona	Burns	Catering Team Leader	jburns2		402-472-8097	
Abel/Sandoz   860 N. 17 <sup>th</sup> St. (68588-0602)				Phone: 2-1020		
Harry	Tilley	Manager	htilley1		402-472-1019	402-429-6061
Ann	Johnson	Assistant Manager	ajohnson2		402-472-1020	
Bob	Sildmets	Assistant Manager	rsildmets1		402-472-1020	
Sharity	Czolgog	Production Manager	sczolgog2		402-472-1020	
Rod	Flink	Storeroom	rflink1		402-472-2202	
Kathy	Havener	Secretary	khavener2		402-472-4960	
Husker Hoagies					402-472-1007	
Willa Cather   530 N. 17 <sup>th</sup> St. (68588-0607)				Phone: 2-1037		
Joel	Fogerty	Manager	jfogerty1		402-472-1037	402-417-5328
Jane	Wemhoff	Assistant Manager	jwemhoff1		402-472-1037	
Jacob	Dietrich	Production Manager	jdietrich3		402-472-1037	
Brad	Roberts	Production Manager	broberts2		402-472-1037	
Kim	Reynolds	Storeroom	kreynolds1		402-472-2192	
Marcia	Baughman	Secretary	mbaughman1		402-472-1049	

*numbers continued on page 17*

## TELEPHONE NUMBERS (continued) ////////////////////

Dining Services and Food Stores (continued)					
Name	Title	Email (@unl.edu)	Room #	Phone #	Cell #
Husker Heroes					
Harper/Schramm/Smith   1140 N. 14th St. (68588-0616)   Phone: 2-1071					
Pat	McManus	Manager	pmcmanus2	402-472-1069	
Marilyn	McCalla	Assistant Manager	mmccalla2	402-472-1071	
Dawn	DeGroot	Production Manager	ddegroot2	402-472-1071	
John (Jerad)	Holbrook	Production Manager	jholbrook2	402-472-1071	
Ben	Thiele	Supply Control	benjamin.thiele	402-472-1096	
Claudia	Wheeler	Secretary	cwheeler3	402-472-1070	
Selleck   600 N. 15 <sup>th</sup> St., Room 7124 (68588-0621)   Phone: 2-1087					
Gina	Guernsey	Manager	gguernsey2	402-472-5807	402-310-0246
Barb	McCain	Assistant Manager	bmccain1	402-472-1087	
Beth	Nelson	Production Manager	bnelson1	402-472-1087	
Brian	Sabatka	Production Manager	bsabatka2	402-472-1087	
John	Williams	Storeroom	jwilliams1	402-472-1082	
Julie	Norton	Secretary	jnorton2	402-472-1081	
Huskers On-The-Go					
Nebraska East Union Café & Grill   314 NEU (0923) Dining Services   36 <sup>th</sup> & Fair St. (68583-0923)   Phone: 2-1731					
Kathy	Sildmets	Manager	ksildmets1	402-472-8161	402-540-9196
Ron	White	Assistant Manager	rwhite7	402-472-1731	402-419-9781
Beatrice	Hernandez	Corner Deli Team Leader	bhernandez2	402-472-8998	
Rolland	Schmeichel	Supply Team Leader	rschmeichel2	402-472-1732	
Retail Office   600 N. 15 <sup>th</sup> St. (0621)   Phone: 2-4151					
Becca	Wood	Special Events/Retail	rwood2	402-472-4151	
Abel C-Store					
Selleck C-Store					
The Knoll C-Store					
Village Market					
Retail	Production			402-472-6871	
Retail	Cash Office			402-472-4144	

# EMPLOYEE AGREEMENT

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I have read and understand the information presented in the *University Housing – University Dining Services Student Employee Handbook*.

\_\_\_\_\_  
Employee Name (SIGN)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (PRINT)

\_\_\_\_\_  
Manager's Name (SIGN)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dining Center



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