



## Catering - Group Labor Information Sheet

University Catering is operated by Sodexo Campus Services (Dining Services).

We also operate all of the other food service areas on the UC Davis campus except the ASUCD Coffee House.

### Payment

The Group Commission for each Catering Event worked will be calculated at **\$8.00** per labor hour.

Both the group representative and an authorized representative for University Dining Services (Sodexo) will verify the total hours worked. A sign in sheet will be provided.

### Consequences

If your group fails to “show” for the agreed upon event, your organization will be billed for \$300.

Your group is expected to maintain a professional level of conduct at all times. In the event of misconduct, your group will lose commission as determined by the Catering Director.

### Dress Code

Please make sure that all members of your organization receive a copy of this dress code so they know what is expected. **(Also, please see the Personal Grooming Policy document)**

1. Men and Women – Black dress slacks (no jeans, no skirts, no Capri pants, no shorts).
2. Men and Women – Black FLAT closed toe shoes and black socks (no high heels, no flip-flops and no sandals). All Black tennis are okay to wear. You may bring a change of comfortable shoes to wear when not in a service area. Please make sure these are not sandals or open toed shoes.
3. Men and Women – White Oxford Dress Shirt. This shirt must have a collar to support a tie and must have long sleeves that button at the cuff (no grey shirts, no polo type shirts, no sweaters, no t-shirts, *no shirts without a collar and button cuffs and no belly shirts*).

**This shirt must be plain front, meaning no sequins, ruffles, embroidery, (etc.).**

**This shirt must be clean and PRESSED and tucked in at all times. Please wear white under the shirt. (No black, blue, etc.)**

4. Men and Women – Neck Ties *must* be provided by person working and tied neatly at all times. Please make sure your tie is “in good taste” and not offensive. You may have pictures of food on it like bell peppers, desserts, etc. They can be festive looking also.
5. All visible piercings must be removed. This includes tongue piercings. Stud earrings are okay (no long dangling earrings, no multiple rings or bracelets).
6. Long hair must be tied back.
7. No perfume or aftershave or scented hand cream should be worn. If perfume or scent is detected, you will be asked to wash it off.
8. Each organization member must bring a Student ID or other picture ID. We have an “over uniform” that must be checked out from The Mondavi Center with a picture ID. The ID is returned at the end of the event when the uniform is turned back in.

### Number of organization Members –vs- Alcohol Sales

Due to California State Law on the service of alcohol, *you must be 21 years old or older to serve alcohol.*

### Training of Organization Members

Organizations will be trained on what to do at the event.

### **Reporting to Work**

Please try not to bring personal items to a Catering event. We do not have any safe storage places for money and valuables.

The use of cell phones during the event is prohibited.

All organization members must report to the MU Catering Kitchen (or other designated location) at the report time.

Parking follows all normal UCD campus parking policies. We are unable to provide parking permits for fundraising organizations.

Once at the MU catering Kitchen (or other designated location), organization members must make contact with the Catering Manager in charge and sign in as being present.

### **Conduct**

Your organization is expected to maintain the highest level of professional conduct at all times.

Anyone who engages in improper behavior, may be asked to leave.

In the event of misconduct, your organization may lose commission as determined by the Catering Manager and Catering Director.

### **Contact Information**

*Catering Manager:*

TBD

*Catering Director:*

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1/13/2007