



## MONDAVI CENTER - Group Labor Information Sheet

Concessions at the The Mondavi Center 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 event/booth worked will be calculated at 18% of the NET (after tax) sales generated by your group.

Both the group representative and an authorized representative for University Dining Services (Sodexo) will verify a beginning and ending inventory.

A maximum of .5% of gross sales will be allowed for waste.

If you group is over the allowed .5% waste factor, your group will then collect 17.5% of the NET sales for the Booth.

### Consequences

If your group fails to either cancel 2 weeks before or “show” for the agreed upon event, your organization may be billed for up to \$200.

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 Food Service Manager and the Catering Director.

If your group fails to provide the requested number of workers for the event/booth, the paid commission will be lowered according to the number of workers missing. The Food Service Manager and the Catering Director will determine the commission % after reviewing all of the facts. EX: If your group was to provide 8 workers and only 4 workers showed, you could lose 50% of your commission (group payment may be 9% of NET sales instead of 18%).

### 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, 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.
3. Men and Women – White Oxford 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 clean and PRESSED and tucked in at all times. In an extreme emergency, the Concessions Manager may have some shirts available, but, don't count on there being enough for everyone.
4. Men and Women – Neck Ties *must be worn*. A solid black tie will be provided for you at a Mondavi event. You may also bring your own tie. It also must be solid black.
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, at least half of all organization workers at any event (6 out of 11 or 3 out of 5) *must be 21 years old or older*. From time to time we have family events where no alcohol is sold. You will be notified when this happens.

### **Training of Organization Members**

It is our intention to provide a very consistent staff to The Mondavi Center and their guests.

Organizations will need to have training session prior to working their first event.

This will be scheduled through the Mondavi Concessions Manager. This takes about 2 hours.

Please do whatever possible to send us people that have been trained for each event.

The more group members have worked, the more efficient they are and the better chance to make more money.

The purpose of this training is to familiarize organization members with the policies , procedures and skills necessary to successfully meet the needs and expectations of our guests.

Please do not assume 1 or 2 people can just show up and get trained the day of the event.

If someone has already been trained (same academic school year), that person will be able to come in later than the scheduled training. This is usually 1-1 ½ hours later than the people being trained.

Please discuss the report time with the Mondavi Concessions Manager.

### **Reporting to Work**

Please do not bring personal items into The Mondavi Center. This includes purses or backpacks.

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 Mondavi Center lobby no later than the scheduled report time. Please see the training section above.

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

Organization members must gain access to the front lobby by knocking on the front doors and identifying themselves as “concession’s workers”. You may also go to the back of the building and enter through the loading dock door and then make your way to the front lobby.

Do not allow yourselves to be mis-identified as ushers.

Once in The Mondavi Center, organization members must make contact with the Concessions Manager 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 Concessions Manager and Catering Director.

### **Contact Information**

*Mondavi Concessions Manager:*

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