

WAGE & SALARY

# EMPLOYEE HANDBOOK



STUDENT AFFAIRS  
**DINING SERVICES**  
VIRGINIA TECH.

This Handbook belongs to: \_\_\_\_\_

\_\_\_\_\_

My Top Five Strengths: \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

*Discover your strengths at [experience.vt.edu/strengths](https://experience.vt.edu/strengths).*

If found, please contact \_\_\_\_\_

\_\_\_\_\_ @vt.edu

# WELCOME

## TO DINING SERVICES!

### VALUE STATEMENT

*I value every individual's right to have a quality experience.*

### GUIDING PRINCIPLES

Rules of conduct through which we govern the organization and ourselves.

- 1. Sanitation and Safety are paramount.**
2. Always treat people with dignity.
3. Provide excellence in product and service.
4. Be 100% responsive. Take 100% personal responsibility.
5. Professional behavior at all times.
6. Find opportunities to recognize accomplishments and provide personal growth.
7. Promote a sustainable dining and food system at Virginia Tech and therefore the greater community.

# INTRODUCTION

All employees are held responsible for the information in this book. Please take the time to read it thoroughly. If you have any further questions, ask your manager or assistant director.

Food service at Virginia Tech continues to be an integral part of students' lives. Virginia Tech's Dining Services serves over 7 million meals per year in 12 dining facilities with a total budget of more than \$70 million.

### DISCLAIMER STATEMENT

*This manual does not create any rights or benefits. The policies and statements are subject to change at any time. Anyone with questions about the information provided or needing further clarification should contact the Assistant Director of Operations Development for Dining Services in New Hall West at (540) 231-9205. This manual is provided as a resource for the employees of Dining Services at Virginia Tech. This manual is not a contract, nor is it an invitation to contract.*

*Employees can request to view full policies at their dining center.*

# BENEFITS OF WORKING FOR US!

***We want to create a setting in which guests and staff alike can encounter pride, growth, and a positive personal feeling.***

## ALL EMPLOYEES:

- Opportunity for advancement
- Dining's training and development program
- Free meal voucher (after at least a four-hour shift)
- Appreciation events
  - Yearly department celebrations like cookouts and activities (tie-dye, sports, and more!)
  - Yearly University staff appreciation event
  - Ham, turkey, or tofu for staff at holiday time (employees in good standing with at least one year of service. Employee must have started prior to September 10th of the prior year\*)
  - Trips to places like Dollywood (employees in good standing who have had continuous employment with Dining for two academic years. Academic years begin on September 10th\*)
- VT Library access
  - Online movie database
  - Rosetta Stone software (learn a new language)
- HR benefits
  - Discounts for Verizon, Sprint, Weight Watchers, and more
  - Discounted or free sporting event tickets
- Hokie Wellness
  - Work & life resources
  - Health and wellness programs

## SALARY EMPLOYEES

- Health insurance options
- Leave & disability
- Retirement with Virginia Retirement System
- Worker's compensation
- Tuition waivers

Additional optional benefits

- Aflac
- Continuing education
- Legal resources
- Life insurance
- Long-term care

*Salary employees will attend a University orientation with main HR. Learn more about your benefits during that session!*

*Learn more at <https://www.hr.vt.edu/benefits.html>*

*\*Qualifications are subject to change*

# POLICIES & PROCEDURES

## EMPLOYMENT

Employees are responsible for informing their manager of any changes of address, telephone, class schedule, or academic standing.

## HOURS, OVERTIME, & RATES

Salary, student and non-student wage employees are not allowed to exceed 40 hours per week, unless instructed by their supervisor to do so. Exceeding 40 hours in one week without approval is grounds for disciplinary action. **DO NOT EXCEED** 40 hours. It is the employee's responsibility to avoid going over 40 hours.

## STANDARDS

Dining Services strives to provide the highest-quality work environment possible for its staff. These standards are designed to protect the well-being and rights of all employees, to assure safe and efficient operations, and to assure compliance with federal and state laws of health and safety regulations.

Employees are to be courteous to all guests and all fellow workers, treating them with respect and dignity. It is the responsibility of all employees to maintain policies, procedures, and management standards. Abusive or vulgar language and horseplay will not be tolerated.

 **We could go on, just bring your basic common sense to work each day along with your uniform.**

# POLICIES & PROCEDURES

## UNIFORMS

- Clean slacks or skirts that are properly hemmed and have no holes  
*NO JEANS*
- Socks or stockings (hose)
- Closed-toe, low-heeled, black, slip resistant shoes
- Kit shirt/T-Shirt to be tucked in \*
- Service unit logo hat/cap or hairnet if necessary \*
- Aprons (in retail and production/utility areas) \*
- Name tag \*

*These items are provided by Dining Services \**

***NO PAID TIME IS ALLOTTED FOR CHANGING CLOTHING AT THE BEGINNING OR ENDING OF SHIFTS.***

- Uniforms shall be clean, neat, and in good repair and worn in a professional manner.
- Employees must return their uniforms at the end of each school year regardless of whether or not they are returning in the fall.
- The shoe should be either a low top or high top black slip-resistant shoe.
- Uniforms will include a shirt, one cap, and one name tag.
- The condition of the uniform and the laundering of the shirts are the employee's responsibility.
- If your employment is terminated for any reason prior to the end of the semester, you must return the shirts, name tag, and hat, or pay for them.

# TYPES OF UNIFORMS

All uniforms need to be clean, neat, and in good repair and worn in a professional manner.

## BUTTON UP

Shirts need to be tucked in, name tag should be visible, and a hat needs to be worn.

## CHEF JACKET

Jackets need to be buttoned all the way to the top and an undershirt should be worn. Hats need to be on straight and name tags need to be visible.

Chef Jackets are the *ONLY* uniforms in Dining Services that do not need to be tucked in.



# TYPES OF UNIFORMS

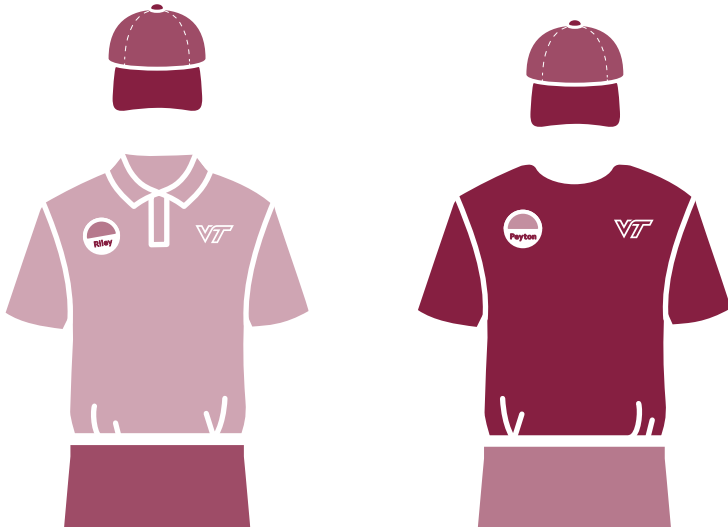
All uniforms need to be clean, neat, and in good repair and worn in a professional manner.

## POLO

Polos need to be tucked in, hat should be on straight, and name tag needs to be visible.

## T-SHIRT

Shirts need to be tucked in, hat should be on straight, and name tag needs to be visible.



# UNIFORM STANDARDS

## PANTS

Clean black slacks or skirts that are properly hemmed, cover the employee's entire leg and have no exposed skin (no holes or any capri type pants). Jeans, leggings, miniskirts, shorts, athletic clothing, and sweatpants are not permitted.

Khaki pants can be worn at certain Dining locations. Management will inform employees what color pants are used at their location.

## NON-SLIP SHOES

Shoes should be black, low-heeled, closed-toe, good condition, and have slip-resistant soles. Sandals, clogs, and "Croc-style" shoes are not permitted. Only chefs and kitchen staff are allowed to wear clog-style shoes.

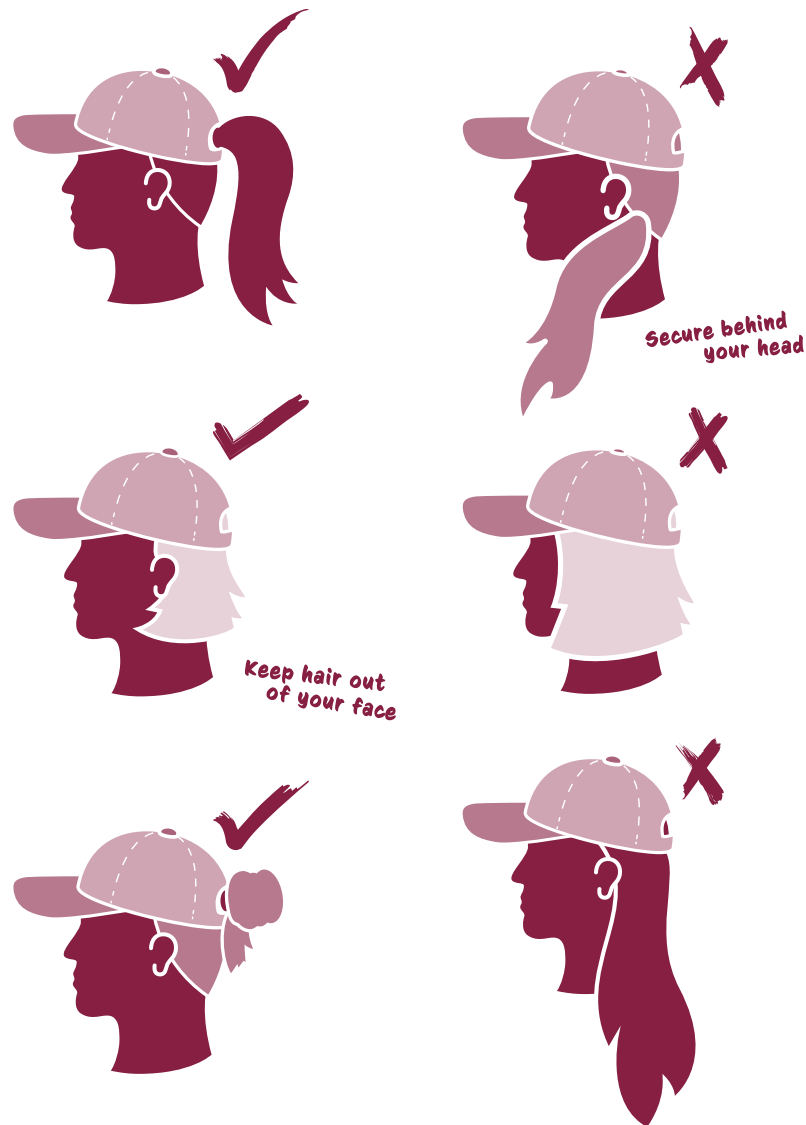
Socks or stockings (hose) always need to be worn.



# UNIFORM STANDARDS

## HAIR

Hair must be clean, well groomed, and under restraint so it cannot come into contact with any food or food contact surfaces. Long hair must be secured behind shoulders, and a cap or hairnet must be worn while handling food. Managers will address any employee whose hair (including body hair) is in contact with exposed food; cleaned equipment, utensils, and linens; and/or unwrapped single- service and single-use articles. If the cap is considered part of the uniform, both caps and hairnets may be required. Hair does not need to be under restraint if it does not extend past the employee's shoulders.





# UNIFORM STANDARDS

## BEARDS

Clean shaven is preferred but short beards are permitted as long as they look professional, are clean, maintained and neatly trimmed. Beard guards are required regardless of length and/or size (this includes stubble) for the entirety of the shift. If your beard does not fit into a beard guard, the beard will not be permitted until it can fit into the beard guard. If an employee's beard does not meet these guidelines, the employee may be sent home to address the issue.

Detailed guidelines for facial hair are as follows:

- Short is defined as hair up to one-half inch in length (#4 standard trimmer guard).
- Neatly trimmed means there is a defined line where hair ends. For example, with a beard, hair should end generally where the jawline meets the neck (above the Adam's apple).
- No undefined lines, shaving, carvings, designs or extreme styles are permitted (like chinstraps, chops, or handlebars).
- Mustaches must be well groomed with preference to not extend beyond the corners of the mouth unless otherwise connected to a beard. Sideburns may not extend below the bottom of the earlobe or be more than an inch wide unless otherwise connected to a beard.
- While a Team Member is growing facial hair, the acceptable facial hair guidelines still must be followed. Team Members should not work with unclear lines or patchy, inconsistent hair growth.

## FACE MASK

When University, local, or state guidelines require the use of face masks in food service establishments, employees who are not fully vaccinated will be required to wear a face mask at all times while in a dining facility. Those who are fully vaccinated are not required to wear a face mask, but are allowed to wear them if so desired.



WASH YOUR  
HANDS FIRST



PLACE BEHIND  
YOUR EARS AND  
UNDER YOUR CHIN



SECURE OVER  
YOUR NOSE



FIT SNUGLY ON  
THE SIDES OF  
YOUR FACE

\* WASH HANDS AGAIN

# UNIFORM STANDARDS

## FINGERNAILS

Fingernails are to be short, clean and free of nail polish and false nails.

## JEWELRY

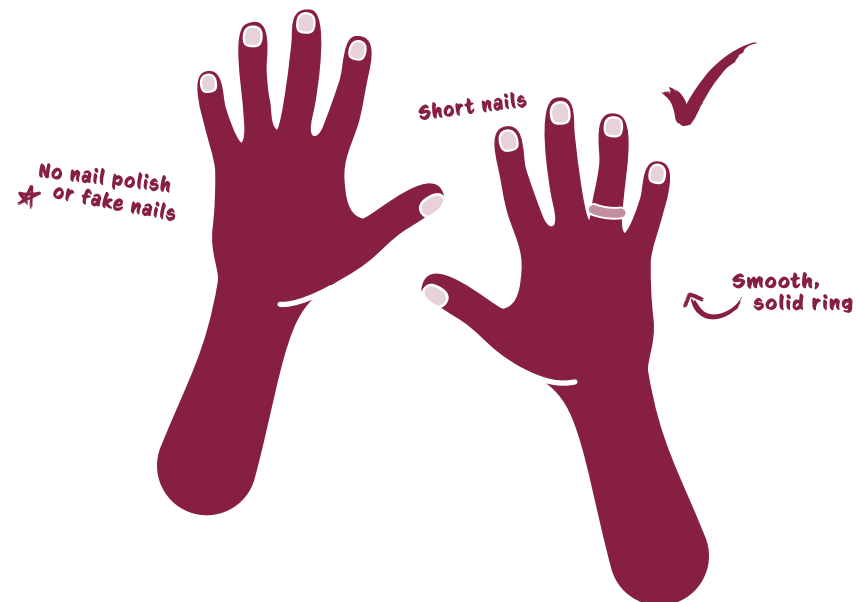
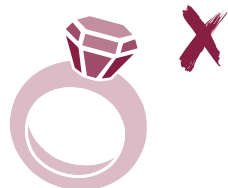
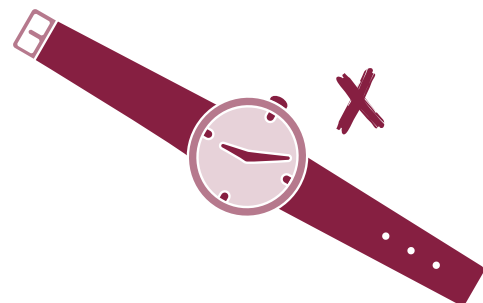
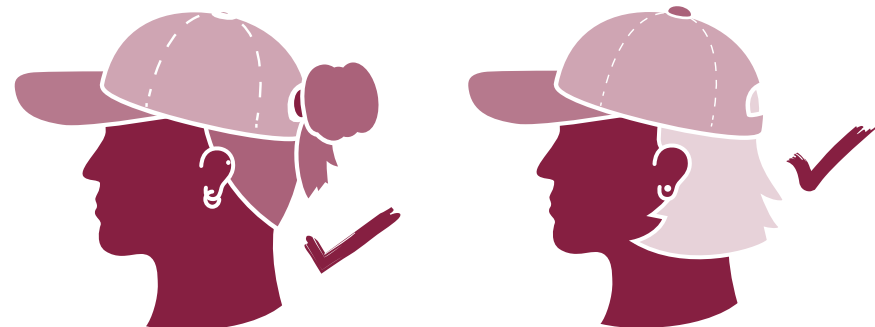
Employees may wear solid bands/rings. Rings with grooves or stones will not be permitted. Wristwatches and bracelets are not permitted. Necklaces must be concealed under shirt.



## PIERCINGS

Employees may wear stud or hoop earrings (two earrings per ear) that do not extend past 1/4" from the bottom of the earlobe. Facial piercings are strictly prohibited. Tongue rings and plug or gauge earrings are not permitted.

Earrings that require multiple piercings are not allowed.



# POLICIES & PROCEDURES

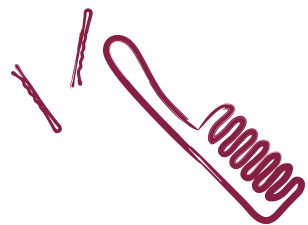
## PERSONAL GROOMING & APPEARANCE STANDARDS

Fingernails are to be short, clean and free of nail polish and false nails. Hair must be clean, well groomed, and under restraint. Long hair must be secured behind shoulders; a cap or hairnet must be worn while handling food. If the cap is considered part of the uniform, both caps and hairnets may be required.

Uniforms and clothes are to be neat, clean, and pressed. Torn and/or patched garments, shorts, sweat suits, mini skirts, and jogging outfits are not permitted. In addition, plain white, colored, logoed or imprinted T-shirts are not permitted as an outer garment while on duty.

Shoes should be low-heeled, closed-toe, good condition, and have slip-resistant soles. Sandals, clogs, and "Croc-style" shoes are not permitted. Only chefs and kitchen staff are allowed to wear clog-style shoes.

Employees may wear solid bands/rings. Rings with grooves or stones will not be permitted. Wristwatches and bracelets are not permitted. Necklaces must be concealed behind shirt.



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While on duty, you may not eat, chew gum, or smoke in the work area. While on duty, you may not use or consume illegal drugs or alcohol. Good personal hygiene is expected. Strong odors such as perfumes and after-shave lotions should be used on a limited basis.



## DISCIPLINARY ACTION

A few examples or reasons for disciplinary action including and up to termination. This is not an exhaustive list.

- Failure to comply with the supervisor's instructions
- Unsatisfactory job performance
- Failure to work scheduled shift
- Leaving work area without permission
- Theft
- Sleeping while on the clock
- Violation of any university policy, state law, or federal law



# ATTENDANCE POLICIES

## STUDENT AND NON-STUDENT WAGE

The following chart details the student and non-student staff attendance policy for Dining Services.

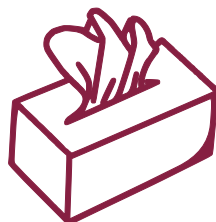
Any written notices are valid for one year from the date issued.

TYPE OF ATTENDANCE	COUNTS AS AN ABSENCE?
Unscheduled sick day	Yes
Inclement Weather	Yes
Other unscheduled: family member ill, out of town, etc.	Yes
Tardiness or Leaving Early	Yes, if more than 1/4 of the shift
Found a substitute	No
Pre-authorized absence (vacation request, doctor's appointment, exam, jury duty, etc.)	No, as long as manager authorizes in advance

**Substitutions:** You may find a substitute for shifts using the method your Dining Center utilizes. You may use as many of these as necessary without any penalty, as long as a substitute is found. If you have a scheduled event that requires you to miss work, a substitution request should be posted at least one week in advance.

Absences will be recorded as a No Call/No Show unless management receives a phone call at least one hour before your shift begins.

If you are absent for several consecutive days due to illness or to being out of town, you may have the



absences counted as a single absence. This is at the manager's discretion, and documentation may be required for absences due to illness that last more than three days. *A doctor's note still counts as an absence, but it will allow multiple days missed to just count as one.*

Managers should follow the following guidelines for disciplinary measures for attendance violations as follows:

POSITION	FALL SEMESTER	SPRING SEMESTER
<b>Group A Employee</b> (Scheduled for 2-3 shifts/weeks)	2: Memo 3: Write-up 4: Termination	2: Memo 3: Write-up 4: Termination
<b>Group B Employee</b> (Scheduled for 4+ shifts/weeks)	3: Memo 4: Write-up 5: Termination	3: Memo 4: Write-up 5: Termination

Managers may take action for excessive tardiness/leaving early and patterned absences mentioned above. There is no substitute for early planning and good communication between both managers and employees.

When notifying the Dining Center, the employee must talk with someone on the management team or an office specialist. The employee must give his or her name, department, scheduled shift, and reason for absence. He or she should also ask for the name of the person receiving the message in case an error is made. Calling in does not "excuse" an absence, but as long

# ATTENDANCE POLICIES

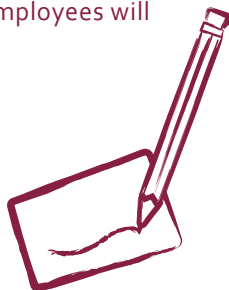
STUDENT AND NON-STUDENT WAGE

as it was done an hour beforehand, will prevent it from being counted as a no call/no show.

Any memos and/or write-ups are valid for one year from occurrence. The above are guidelines for management and employees and should be followed whenever possible under normal circumstances.

## NON-STUDENT WAGE ATTENDANCE GUIDELINES

Wage employees are limited to working 1,450 hours per year. The year begins May 1 and ends April 30. 1,450 hours is the maximum regardless of how many departments within the university, or state-wide, in which an employee works during the time period. Temporary wage employees who later become 1,450 hour wage employees will still maintain their accumulated hours.



# ATTENDANCE & LEAVE POLICIES

SALARY

This attendance policy applies to **salary employees only**. This attendance policy does not apply to student wage or non-student wage employees.

## INTRODUCTION

The mission of Dining Services is to support the academic mission of Virginia Tech by providing exceptional food and service to our students, faculty, staff, and guests. The department relies on its employees to perform the necessary tasks that are required to satisfy our responsibilities to our mission. When a person is absent, the work is still required so co-workers must do their job, plus the absent person's work. Therefore, it is the responsibility of all employees to report to work as scheduled.

Dining Services also recognizes the needs of its employees to be absent at times. (The Commonwealth of Virginia provides various types of paid leave for salary staff to cover those times of absences. These leave types are covered by associated state policies and will not be discussed here. Please refer to the University Staff Handbook section on leave for details.) Some absences can be planned, while others are caused by situations beyond the control of the employee. These procedures are designed to provide ways employees can avoid being in a Leave Without Pay (LWOP) situation and/or disciplined/counseled for absenteeism. It also outlines the department's requirements for its employees to communicate their absences, request the use of leave, and schedule leave.

## SALARY LEAVE USAGE

The state has various types of leave available to employees. It is the employee’s responsibility to use leave as it was intended by the governing policy. It is the employee’s responsibility to manage their leave so that he/she does not go into Leave Without Pay (LWOP) status. Using leave in an inappropriate manner may be considered abuse of leave and may result in disciplinary action up to and including termination. The employee is responsible to notify his/her supervisor as to what type of leave to use for the absence. The supervisor will not make that determination for the employee, however the supervisor has the authority to approve or not approve the use of earned leave (annual, holiday, compensatory) to cover sick or personal absences. Supervisors and managers will only approve the use of “earned” leave for sick or personal absences under extraordinary circumstance such as for health safety (example: Norovirus) or compassionate leave for death in family. Employees are also responsible for ensuring the accuracy of their leave reports at the time they sign them. Approval of leave is at the manager’s discretion.

## SCHEDULING LEAVE

Generally, leave should be requested and approved in advance of it being used. Employees should request leave in writing using the department’s leave request form. Time off requests will be considered on a first come, first served basis. It is the supervisor’s responsibility to maintain an adequate work force; therefore, it is in the employee’s best interest to

submit leave requests in a timely manner. The minimum advance notice for leave requests to be submitted is as follows:

LENGTH OF LEAVE	ADVANCE NOTICE REQUIRED	SUPERVISOR RESPONSE TIME
The current workday	At the supervisor's discretion	Immediate
1-2 days of leave	At least 48 hours before requested shift	24 hours
3-5 days of leave	At least five days in advance	48 hours
6 or more days of leave	At least ten days in advance	72 hours
The week of Fall or Spring Commencement, Fall Opening Weekend, and Summer Orientation	Leave normally not approved for these times due to business demands. May be granted on a case-by-case basis with manager's approval.	

The supervisor should respond to timely leave requests within the time frame listed above. Supervisors have the discretion to deny a leave request if it would place an undue burden on the department considering the work required to be completed. Requests for leave outside of the guidelines outlined above may be denied at the supervisor’s discretion.

# ATTENDANCE POLICIES

ALL EMPLOYEES

**COMMUNICATING UNEXPECTED ABSENCES:** If an unforeseen situation arises and an employee cannot report to work as scheduled, it is the employee's responsibility to report his/her absence one hour prior to the start of the shift by calling the main unit office or alternate phone number.

**ABSENT FOR ONE DAY:** If an employee will be off for only one day, they may leave a voice message, giving their name and the name of their supervisor one hour prior to the start of their shift (unless their supervisor/manager states otherwise). If the main office's voice mailbox is full, they may call the alternate number or assistant director and report their absence on their voice mail. The assistant director will then contact the appropriate person within the unit. During inclement weather conditions, if the unit's main office voice mail box is full, the employee should continue to try and contact the unit by either speaking with a manager directly or leaving a message.

**ABSENT FOR TWO OR MORE:** If an employee knows they will be absent more than one day, they must call in to the main unit office or the alternate number one hour prior to the start of their shift and report their absence. They need to leave their name and the name of their supervisor, plus the estimated length of time they will be off. The employee is required to contact their manager within the next 24 hours and must speak with them. If the manager is not available, the employee needs to contact the main office between the hours of 8:00 a.m. and 4:30 p.m. to talk with the office specialist or assistant director.

If an employee is absent for one day and realizes they will need additional time off, they must follow the rule for "Absent for two or more days." When sick leave is being used for the sick absence, the employee is not expected to divulge medical information. Employees are responsible for keeping the department informed of the anticipated length of their absence, including employees using VSDP disability leave and FMLA leave. Discussions with central Human Resources are NOT considered departmental notification. If the leave is going to be extended, the employee must contact the department prior to the original return to work date and inform the department of the extension. They must do this for each extension requested. Failure to do so could subject the employee to disciplinary action.

## DOCTOR'S EXCUSES

For absences of three days or longer or during a busy time of the year (announced by management via a posting near the time clock), a doctor's excuse may be required. Employees should request the doctor to list a return-to-work date on the document and give the excuse to their supervisor upon returning to work. If a person is filing for FMLA or VSDP disability benefits, the doctor's documents should be submitted to Human Resources or to the proper authority. The employee is still required to notify the supervisor/manager that leave is being requested under these programs and to keep the department informed as to the anticipated length of time off.



# ATTENDANCE POLICIES

ALL EMPLOYEES

## VOMITING AND/OR DIARRHEA SYMPTOMS

Any employee who has or lives with someone who has vomiting and/or diarrhea symptoms must remain out of the workplace for 72 hours until after the symptoms have stopped. A doctor's note may be required for someone experiencing symptoms that persist over a three day period.

You are not allow to report to work if you are diagnosed with any foodborne illnesses. Also, a sore throat with a fever requires a doctor's note to return to work.

## AUTHORIZED UNIVERSITY CLOSING

All dining employees are considered emergency personnel unless otherwise informed by your supervisor. All Dining Services employees are required to work their regular shifts during authorized closings.

Employees should not risk personal harm in trying to arrive at work. If you are unable to get to work, you must call your dining center.

## CLOCKING IN & OUT

Bring your Hokie Passport ID to work every day.  
Be in uniform and ready to work before you clock in.



Employees are not allowed to clock in more than five minutes prior to their scheduled shift unless requested by their immediate supervisor.

## MEALS & BREAKS

All eligible employees will be provided meals or meal equivalence during the academic year for the days on which they work a minimum of 4 hours.

Employees cannot use the meal to purchase Hokie water, bottled juices, carbonated bottled drinks, candy, or prepackaged products.

You are not entitled to meals on your days off. Employees' meals are only for the employee it is issued to and are not transferable. Misuse of the meal policy or meal equivalence is considered theft, which is a terminable offense. No meals are provided when the dining centers are closed.

An employee's meal break will not be less than 30 minutes. Any employee who works more than 5 1/2 hours is required to take a 30-minute break.

Employees are not allowed to prepare, serve, or ring up their own meals.

## PERSONAL PROPERTY

Dining Services will not be held responsible for any personal belongings brought into their buildings.

If lockers are made available for employees, they are subject to inspection at any time by management. No guns, knives, alcoholic beverages, or any illicit or hazardous materials are to be brought onto Dining Services property.



# ATTENDANCE POLICIES

ALL EMPLOYEES

## TELEPHONE & VISITORS POLICY

Incoming phone calls are limited to emergencies only. If an employee is unable to receive the phone call while on duty, a message will be taken and the supervisor will notify the employee immediately.

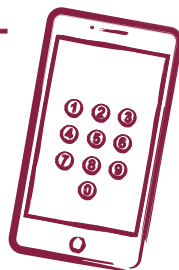
During work hours excessive socializing with friends, employees, and guests is not permitted.

## PARKING

All motor vehicles, motorcycles, bicycles, and motor scooters on campus are required to be registered with the Parking Services Office, located on Tech Center Drive and on the ground level of the Perry Street parking garage. Vehicles operated by faculty, staff, and students in connection with their employment at Virginia Tech are required to display a parking permit before parking on campus or on university leased property. Daily permits are available from the Parking Services office. To register, take your vehicle information and Hokie Passport ID card to Parking Services on Tech Center Drive to purchase a parking permit.

## CELL PHONES & OTHER PERSONAL ELECTRONIC DEVICES POLICY

Employees are not allowed to use personal electronic devices in the production and serving areas in the dining center during work hours.



Personal electronic devices are not to be used and are to be turned “OFF” during scheduled work hours, however may be kept on your person.

## SALARY & NON-STUDENT WAGE TRAINING & DEVELOPMENT OPPORTUNITIES

Dining Services, through its goals to improve the quality of work and the work environment, promotes the self-improvement of its employees through ongoing training and service growth. Training and employment opportunities will be published regularly and posted in the units. Training and development seminars and other educational opportunities will be offered to Dining Services employees as they become available and as budget allows.

Virginia Tech Human Resources, located in the North End Center building, updates its campus and statewide employment opportunities on a weekly basis.

## SALARY & NON-STUDENT WAGE EVALUATION CRITERIA

All employees will receive a periodic performance evaluation leading to improved performance, communication, and potential pay increases. The basis of the evaluation criteria is to let employees know how they are performing in their jobs. The rating system ranges from model performance, strong performance, developing performance, and unacceptable performance.

# ATTENDANCE POLICIES

ALL EMPLOYEES

## IN CASE OF ILLNESS OR INJURY ON OR OFF THE JOB

**OFF THE JOB:** A doctor's excuse may be requested for any illness that prevents an employee from attending work.

**ON THE JOB:** All injuries or suspected injuries and illnesses, regardless of seriousness, that occur on the job or on university property are to be reported to the supervisor immediately.

The policy on blood borne pathogens must be followed to protect ourselves and our guests.

## RESIGNATION & TERMINATION

All employees are encouraged to give at least two weeks notice in writing of their intention to terminate their employment with Dining Services. If you do not provide and work out a two-week notice, management reserves the right to not rehire you.

## CONCLUSION

Dining Services would like to thank all of its employees for their continued hard work and contributions toward enhancing this university's community experience.

Dining Services provides this manual as a guideline for its staff. This manual does not supersede any policies or procedures set forth by the Commonwealth of Virginia, Virginia Tech, or the Division of Student Affairs. Dining Services reserves the right to alter or add to the preceding manual in order to enhance its performance or to comply with state, university, or departmental policy mandates.

This manual only provides a brief overview of our policies and procedures. If you have additional questions or would like to view any of the full policies, contact your Assistant Director or Student General Manager.



# SAFETY

All employees are responsible for familiarizing themselves with any equipment chemical, or other product prior to using it.

## GENERAL SAFETY

- Promptly remove food, litter, broken glass, etc.
- Clean up all spills promptly
- Do not block aisles, stairways, doorways, or heavily traveled areas
- Be mindful of slippery surfaces
- Use hot pads or towels when handling hot items
- Handle all equipment according to instructions
- Return all equipment to the proper storage areas
- Looking before changing directions when moving carts
- Do not ride carts or any portable equipment
- No running
- Utilize hazard markers “Wet Floor” or “Hot”
- Use all chemical products according to label directions
- Use protective equipment (i.e. gloves, eye goggles) when required
- Refer to product Safety Data Sheets (SDS) for information
- Lift with the legs; never bend and lift with the back

**REMEMBER! REPORT ANY SAFETY HAZARDS TO MANAGEMENT AS SOON AS YOU SEE THEM.**

*Virginia Tech does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. Anyone having questions concerning discrimination or accessibility should contact the Office of Equity and Access.*

## ANTI-HARASSMENT POLICY

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# RESOURCE DIRECTORY

## UNIT OFFICES:

Deet's Place	540.231.8614
D2	540.231.6130
DXpress	540.231.2184
Hokie Grill & Co.	540.231.6187
Owens Food Court	540.231.6187
Goodwin Hall	540.231.1765
Southgate	540.231.8617
Squires Food Court	540.231.1765
Turner Place	540.231.5948
West End Market	540.231.5621

## CAMPUS POLICE:

Information	540.231.6411
Emergencies	911
Safe Ride	540.231.SAFE

## STUDENT AFFAIRS:

Dining Services	540.231.3933
Dining Services Senior Associate Director	540.231.7549
Hokie Passport	540.231.5121
Student Health Insurance	540.231.6226
Parking Services	540.231.3200
Tax-Related Questions	540.231.5201
University Information	540.231.6000
Virginia Tech Weather Hotline	540.231.6668
Worker's Compensation Claim Information	540.231.6411
General Information	540.231.6411



- 1 Au Bon Pain® at the Graduate Life Center at Donaldson Brown
- 2 D2 at Dietrick Hall
- 3 Deet's Place at Dietrick Hall
- 4 DXpress & Xpress Lane at Dietrick Hall
- 5 Hokie Grill & Co. at Owens Hall
- 6 Owens Food Court at Owens Hall
- 7 Squires Food Court at Squires Student Center  
Au Bon Pain®, Burger '37
- 8 Turner Place at Lavery Hall
- 9 West End Market at Cochrane Hall
- 10 Au Bon Pain® at Goodwin Hall

dining.vt.edu



@hokiedining