

WELCOME TO CAMPUS DINING SERVICES

This handbook has been established to inform you of our standards and policies. If you feel that you need information beyond the scope of this handbook, please contact your building manager, come to the CDS office in Stevenson, or call the Student Coordinator at (440) 775-8101 to discuss your concerns/questions.

We strive to maintain customer satisfaction and to create an atmosphere for student employee satisfaction; therefore, the following standards and objectives have been established:

- To maintain a high standard in food presentation, customer satisfaction, and facility cleanliness.
- To establish a productive and strong service team.
- To provide a good working environment through acting fairly, honestly, and ethically with our employees.
- To offer the opportunity for employee development and empowerment of job responsibilities and accomplishments.

The most important part of your job is to provide excellent service to our customers, your fellow students, faculty, and staff. Each time you make contact with a diner, you are involved in a “moment of truth”. How well you handle that moment of truth determines how the customer feels about you, the service you give, and the organization for which you work. The many “moments of truth” add up to create our *service image* in the eyes of our diners. We want that image to be the best it can be. It is our goal to create a positive service image for our diners and a positive experience for our employees. Try to send each diner off feeling good about having been in contact with you. We hope the satisfaction of a job well done will make you to feel good about yourself.

Campus Dining Services
155 North Professor Street, Room 109
Stevenson Building, Griswold 1st Floor
(440) 775-8101
cdsjobs@oberlin.edu

Michele Gross, Director
Rick Panfil, General Manager
Candy Tollett, Student Employment Coordinator

MANAGEMENT

Most CDS facilities have a management team, all of them participating in the daily operation and success of their dining facility. All members of the management team are there to provide training, supervision, support, and direction of your work. You are expected and required to cooperate with all members of management. You can expect the managers to work cooperatively and communicate effectively with one another so that you need only contact one manager in communicating attendance issues, addressing policies and procedures, and discussing concerns or problems you may have.

CDS is also staffed by full and part time non-student employees. These employees are knowledgeable in the work they do for CDS and in food service in general. You must consider them your supervisors and cooperate in the instructions you are given. They will also be a valuable resource to you in learning what you need to know to be a quality food service employee.

EMPLOYEE RIGHTS

Campus Dining Services is committed to treating all employees with respect and fairness. To demonstrate CDS's commitment, it guarantees the right of every student employee:

- To voice a complaint or concern.
- To be heard in an atmosphere of respect and cooperation.
- To have the complaint acknowledged by a member of management in a timely manner.
- To have the complaint acknowledge by successively higher levels of management or school officials if the employee is not satisfied with the response or does not receive it in an appropriate time frame.
- To have no fear of retaliation for presenting a complaint or concern.

Student Employees are encouraged to voice a complaint or concern to the Student Manager in a timely manner so the matter can be investigated and resolved promptly.

- Within three (3) working days of an incident, the employee should discuss the complaint or concern with his/her student or regular manager.
- The manager should respond to the employee within three working days of receiving the complaint or concern.
- If the employee is not satisfied with the response, or does not receive it in a timely manner, he/she should contact the Student Employment Coordinator for further and timely response to the complaint.

IN THE WORK PLACE

Whether it's your first day or your fourth year of employment with CDS, there are some practices which are constant. We strive to provide the highest in quality service to our customers and this begins in the smooth and healthy operation of each of the campus establishments.

GETTING STARTED

You should arrange your schedule and your life so that you are able to arrive about 5 to 10 minutes early to work. Your scheduled work start time means that this is the time you are literally ready to work after getting punched in and suited up and in the indicated service area.

When you arrive, you should find your time card (or a new one) and get punched in. You should also find a manager and get checked in with them to both confirm your presence and to confirm the job you will be performing. You should then locate a hair net, an apron, and clean gloves and follow the sequence for proper and hygienic personal preparation, to follow:

WORKING CLEAN

- Arrive to work recently bathed/showered with clean and combed hair, clean clothes following the dress code, and with a fresh and neat appearance.
- Once checked in with the manager, collect up a fresh apron, hair net, and a set of new disposable gloves.
- Put on your hair net, covering and restraining all your hair.
- Put on your apron and tie securely.
- Using proper hand washing technique, wash and dry hands thoroughly. After drying your hands, use your paper towel to turn faucet handles off and avoid re-contaminating your hands.
- Put on fresh disposable gloves.
- Remove and dispose of gloves, wash hands, and put on fresh gloves every time your gloves become contaminated, including but not limited to:
 - Touching your hair, hands, face, any part of your body, your clothes;
 - Touching any non-food service surface, including door knobs, elevator buttons, and the like;
 - After going to the bathroom;
 - After eating or drinking;
 - After leaving your work area;
 - After handling trash or trash receptacles;
 - After coughing or sneezing ... every time!

FOOD HANDLING – JUST THE BASICS

- Always wear a hairnet and apron while serving or transporting food, washing dishes, washing pots, or line running;
- Never handle food, dishes, or food preparation equipment if you are sick. This could lead to a food borne illness;
- Poor personal hygiene could lead to a food borne illness;
- No eating or drinking behind the serving line ... only in areas and at times designated by the manager;
- Wash your hands and put on gloves every time your hands or gloves have or could have been contaminated ... touching anything besides the pan and/or utensil(s) of the food you have been assigned to serve is contamination!
- Line servers will only serve food onto a clean plate that has been handled only by them:
 - This means a plate handed to you by a customer is not acceptable;
 - Never serve food onto a plate with food on it that has been presented by a customer ... serve their food on a new plate;
- Keep your area clean and free from spills and debris;
- Be sure that you adhere strictly to instructions regarding the handling of left-overs.

HAND WASHING

You have many, many years of hand washing experience. Chances are, though, you do not take the time to consciously wash your hands properly every time.

Proper hand washing is required by all laws regarding food service. Running water, soap, and disposable towels are required. Please use the following instructions for washing your hands before, during, and after your CDS shift.

1. Find a sink designated for hand washing. Turn on water. Wet both hands.
 - Water does not have to be any specific temperature ... hot or cold, it's really all the same for the purposes of removing bacteria and viruses.
2. Apply soap to hands.
 - Liquid or bar, either is fine. Anti-bacterial is not necessary. The important part is the lather!
3. Briskly rub hands together to wash.
 - Be sure to wash front and backs of hands and wrists, between each finger and your thumb, and around the edges of and under your nails, working lather over all parts of hands and wrists.
4. Rub/wash hands for at least 30 seconds.
 - You can count, watch a clock, or sing "Happy Birthday" two times fast.
5. Rinse your hands in running water until all soap has been removed.
6. Dry your hands using disposable towels.
7. Use the towel with which you just dried your hands to protect your hand when turning off the water faucet!

HANDWASHING

is the best way to prevent the spread of infection.

You're at work—You're busy.

Your hands look clean—But, they're not.

Your hands have germs on them that could make someone sick.

You could get sick—Your family could get sick—Your customers could get sick.

If you handle food, you must wash your hands often.

WHEN should you wash your HANDS?

- ◆ When arriving at work
- ◆ After using the bathroom
- ◆ After smoking
- ◆ After sneezing
- ◆ After touching your hair, face, clothing
- ◆ After eating or drinking
- ◆ After taking off or before putting on a new pair of gloves
- ◆ Before handling food, especially ready-to-eat foods like salads and sandwiches
- ◆ After handling garbage
- ◆ After handling dirty equipment, dishes, or utensils
- ◆ After touching raw meats, poultry and fish
- ◆ Anytime you change tasks – go from one thing to another



HOW should you wash your HANDS?

- ◆ Wet your hands with warm running water.
- ◆ Lather with soap and scrub between fingers, on the backs of your hands, and under nails. Wash for at least 20 seconds, or as long as it takes to sing 'Happy Birthday' to yourself twice.
- ◆ Dry hands. Use single-use paper towels or electric hand dryers.
- ◆ Use a paper towel when you turn off the tap.



GLOVES should be changed:

- ◆ Anytime you would need to wash your hands (see left)
- ◆ When they are torn or soiled

CUSTOMER SERVICE

The following critical actions, known as “The Code of Quality Service”, will help provide quality service while bringing a sense of pride and satisfaction to the work place:

- Greet the diner immediately.
- Give the diner your undivided attention.
- Make the first 30 seconds count.
- Be natural, not phony or mechanical.
- Be energetic and cordial.
- Be the customer’s agent. (Assisting with their needs and concerns)
- Think! Use common sense.
- Make the last 30 seconds count.
- **NOTE:** Portion control is also a requirement of any food service line job. Portions per food item may vary in each dining hall. Seek out and follow all portion controls told to you by the manager or cook.
- In DeCafe, the Science Cart, Sky Bar, or Azariah’s there may be times when you will be required to answer the phone. You will be trained on phone etiquette in those buildings

DISCIPLINARY ACTION

Campus Dining Services intends to provide a safe, productive and pleasant work environment for all employees to enable them to achieve the highest level of productivity and fulfillment. The success of Campus Dining Services depends on food quality and customer service. It is everyone's responsibility to treat the diners and one another with respect and understanding. If an employee does not meet these standards for performance and behavior, constructive counseling action may take place to improve performance or correct behavior. CDS will attempt to address most types of unsatisfactory performance or conduct through this method.

A variety of actions can warrant disciplinary action up to immediate termination, including but not limited to the following list of examples:

- Theft and attempted theft. This includes any food and beverages, supplies, utensils, equipment, personal items belonging to co-workers or customers, and cash. This also includes giving away or discounting item prices and improperly portioning items for your self and others. (You are authorized to eat a meal while you are working. It must be consumed in the facility and may not be carried out.)
- Willful misuse or destruction of college or co-worker property.
- The possession, sale, or consumption of illegal drugs or alcoholic beverages, or being under the influence of illegal drugs or alcoholic beverages during working hours or on the work premises.
- Falsification of company related documents, including time cards, for yourself or another employee.
- Insubordination or failure to carry out reasonable requests.
- Any disorderly conduct, such as profanity, yelling, or vulgar, abusive, or obscene language to fellow employees and customers.
- Abandonment of job ... no call/no show
- Three (3) written warnings in one semester.
- Unwillingness to comply with requirements of health or safety policies.
- Failure to maintain proper standards for hygiene and appearance in the work place.
- Sexual harassment, other harassment, or discrimination of any kind.
- Repeated tardiness/absenteeism. This also includes over-use of the sub policy to staff the shift(s) assigned to you.

A student may have more than one job with CDS. If the student is terminated from only one position, an evaluation will be made to determine if the student should retain the other position or be released from all jobs.

A student who has been terminated will be unable to work for Campus Dining Services for the remainder of that semester and all of the next semester.

When infractions are less severe, a student can receive verbal and/or written warnings from a manger, supervisor, or student manager. Written warnings will be communicated via email. In regard to these less serious infractions, a student cannot be terminated until he/she has acquired three (3) written warnings per semester. Three written warnings, though, will result in termination. The reasons for the warnings do not have to be the same and can be three infractions per semester in any of the buildings operated by Campus Dining Services.

ATTENDANCE

Your job is an agreement that you will be there when you are scheduled and do the work that is indicated and we agree to pay you the established wages for doing that job.

Attendance is a really big issue.

As your employer, it is VERY important to us that you are here. When you aren't in your scheduled place for your assigned shift (even when it's scheduled ahead of time) it can be frustrating for your co-workers and an expense to CDS and the college.

We understand that you are here to go to school, that this is and should be your priority. It is the same way that our priority in CDS is to provide a quality dining experience on campus. We understand that there are going to be issues come up that will conflict with your work schedule, regardless of how dedicated an employee you are.

The only solution to reduce the cost associated with an employee absence (a cost counted in both aggravation and in dollars) is effective communication between the employee and the manager. When it comes to your attendance, please note the following really important rules:

- Always communicate any attendance issues in person or on the phone directly to your manager. ***Never use email!***
- Always direct your communication about attendance to your manager. Contacting the CDS office is not acceptable or effective.
- The more notice you can give, the better it is for everyone.

EXCUSED ABSENCE

Absences are acceptable only when they are excused ones.

An unexcused absence (often referred to as a “no-call no-show”) will result in termination of your employment if 2 incidences occur in a school year. When you are terminated, you will not be permitted to work for CDS for the remainder of that semester, for the following semester, and the “special schedules” for which we often hire through the year (including Winter Term and Commencement).

When a conflict with your work schedule arises, you must contact your manager as soon as possible, at least 5 days in advance. Again, do so by phone or in person – NO EMAIL!

The manager will assist you in the process of posting a Sub Slip (a request to all workers to take over an individual shift). After notifying the manager of the conflict, it is up to you to find a replacement for yourself. The Sub Slip process will be the most effective but you need to make an effort to speak to your co-workers and other folks you know who are working for CDS.

When you post the sub slip, you are not done with the process. If someone accepts the shift, make sure that they sign the slip so that you are assured with evidence that they are now responsible. The day before the shift, you must come in to check the sub slip and notify the

manager of the status of your search for a sub. No matter how hard you try, sometimes it doesn't work. This is the point that your manager will excuse your absence, with or without a substitute worker. The manager is then afforded the time to make other arrangements to cover your time off.

If you do not follow this process, you will be written up for an unexcused absence (aka "no-call no-show"). One incident will be tolerated. If a second occurs, your employment will be terminated.

ILLNESS OR EMERGENCY

When significant illness or a personal or family emergency occurs, you are required to provide at least 2 hours notice by phone to the manager.

We realize that the manager is not always available to answer the phone. They check the voice mail with great regularity. If leaving a message, please be sure to clearly state your name, the time of your shift, and what position you are working along with any message you have. The voice mail does time and date the call so you can be sure that they will know when you have called off with proper notice.

The policy of 2 hours notice for illness or emergency is NOT extended to cover general conflicts with your schedule. This process only applies to significant illness or emergencies.

EXCESSIVE ABSENCE

Even when you follow proper procedures, if you call off or substitute on your shift with frequency, you can be written up or terminated, depending on the severity of the issue. If you have a shift, you are expected to work it. It belongs to you.

If you are not available for a regular schedule, you may want to explore other options of employment in Campus Dining and on campus. Please contact Candy in the CDS office to discuss the best options available through CDS for your circumstances.

SUB SLIPS

Your job belongs to you. It is up to you to find a replacement for yourself when you know you need to be off.

When you NEED a sub:

- A sub slip needs to be posted at least 5 days before the date you need to cover.
- Come in to see the manager in person. Tell the manager the circumstances and request a sub slip from them.
- Complete the top portion of the slip accurately and legibly.
- Punch the top of the sub slip in the time clock to date stamp your posting.
- Post the slip on the bulletin board provided.

WAIT!!! You are NOT done yet!!!

- The day before the date you have requested a sub, you need to take down your sub slip and see if it has been accepted.
- Turn it in to the manager and report the status.
- (Failure to complete this portion of the process can lead to a No-Call No-Show write up.)

Sub Slip	
Name:	<u>Rick Panfil</u>
Date of Shift:	<u>4/18/12</u>
Day of Shift:	<u>Weds.</u>
Time of Shift:	<u>5:30-8:30pm</u>
Position:	<u>Dishes</u>
Student Accepting the Shift	
Name:	<u>Caddy Tollett</u>
Signature:	<u>[Signature]</u>

When you WANT TO WORK a sub shift:

- Find the perfect shift.
- Legibly print your name and sign on the bottom of that slip.
- Tell the manager that you have accepted the shift.
- You are now officially responsible for the shift. It belongs to you and you can and will be written up if you fail to follow proper handbook attendance procedures if you end up with a conflict.
- *If you sign up to work a sub shift, do not scratch out or erase your name once it has been posted!* If you realize that you made a mistake while completing the slip, take the slip to the manager so that the manager can prepare a new slip.
- Writing another student's name on a slip to accept the shift falsely will be grounds for immediate and permanent termination from CDS.

All Attendance Policies & Procedures Are Available in the Handbook:

<http://www.oberlin.edu/cds/employment/CDSHandbook.pdf>

DINING HALL DRESS CODE

All employees are expected to arrive looking clean and neat. You will be recently bathed or showered. Your clothes will be clean and free of holes. Your hair will be clean and restrained.

The dress code is set forth to comply with the Health Department standards and in consideration of the safety of all employees:

SHIRTS

Must have a sleeve that is at least a short sleeve (this means at least as long as half way to your elbow); must be long enough to cover your midriff, even when your arms are held out to your sides; must not contain messages or language that could be considered offensive by customers or co-workers. No tank tops, spaghetti straps, sleeveless, backless, tube tops, or cap sleeves.

PANTS

Must be standard, long pants/trousers. No shorts, skirts, skorts, sweat pants, Capri length, gauchos, extraordinarily long, or baggy pants. Leggings, stretch pants, and tights are not acceptable alternatives to pants.

SHOES

Must fully enclose your toes and your heels and be worn with socks or hose. Non-skid soles are suggested, rubber or crepe soles are fine. Heels should be ½" high or less (anything higher will be tolerated only at the discretion of the manager and in consideration of employee safety). No bare feet, flip-flops, sandals, clogs, cleats, or any other shoe that poses a safety issue.

JEWELRY & ETC.

No rings on hands. No false nails. Necklaces will be worn inside of your shirt. Earrings or facial piercings will be small studs/bars/rings that are worn close to the skin and firmly secured; no dangling or excessive jewelry. No hats, bandanas, or scarves; hair nets are required.

We also encourage you to leave your personal possessions at home. CDS will not be held responsible for loss, theft, or damage to possessions that you bring with you to work.

BOOKS & DEVICES

No books or devices, including but not limited to electronic or digital devices, are permitted to be used while you are punched in on the time clock. This includes items such as the following:

- Laptop computers;
- MP3, Ipod, or other music/video/TV devices or media players and the head phones or earbuds that may go with them;
- Cell phones, PDA's, or any Bluetooth device;
- Books, text books, or other reading/study material;
- Any form of a game device.

PAYROLL

This is what working is all about!

STUDENT EMPLOYMENT OFFICE

To be eligible to receive a paycheck, you are required to complete important tax documents one time during your student career on campus. This documentation is handled through the Student Employment Office inside of Carnegie. For details about what you will need to successfully complete this paperwork, contact their office directly or visit their website at <http://new.oberlin.edu/office/student-employment/>

Once this paperwork has been completed, please email cdsjobs@oberlin.edu to report that an employment time record can be established.

TIMECARDS

You will punch in and out on a yellow time card for regular dining hall work and a pink time card for catering work. If none are available by the time clock, the manager can make more available. The time cards are color coded and use of the wrong one will significantly delay processing those hours on the wrong color card.

You are the only person allowed to handle or punch your time card. You may not punch someone else's card and they may not tamper with yours.

You must complete your information on every time card. It must have your legibly printed name, T# (never your Social Security number), job or position (pots, line runner, counter, etc.), and your signature. The "Crew" field should be filled in with your facility name. If you are working as a substitute, list the name of the person for whom you are subbing. If it does not include all of these items, your pay may be delayed or be paid at the incorrect rate.

Only one job on a time card. You can use that time card during the week for all the times you work that one job, but only that job. (Example: you work on Monday and Wednesday doing dishes and on Sunday as a line server. You will need two time cards, one with multiple sets of punches for dishes and another with one set of punches for server.)

Please note that the job you claim on a time card is required to be the correct one as scheduled. There may be a time that the manager may need you to work a different position. If this is the case, you will still list your scheduled position. The manager will then fill in the Sub field with the position you will work and initial. You will then be paid at which ever pay rate is highest.

GETTING PAID

Your check will be direct deposited into a bank account. If there is a processing period, you will be issued a paper check that will be delivered to your OCMR box in the interim.

You can check your deposited pay through the Presto system.

Because of the high volume of time cards to process, our pay period does not exactly match the one listed on your pay record. A pay schedule listing the dates the pay is issued and the time period of work that it is paying is included below.

PAYROLL QUESTIONS

If you have questions or find an error, your first point of contact is the person who processes your time cards: Candy Tollett in the CDS Office. Please feel free to contact her with any questions concerns you may have. Stop in to the office in Stevenson, call at (440) 775-8101 or email cdsjobs@oberlin.edu.

Student Pay Schedule

Start	End	Pay Date	PR#
06/01/12	06/14/12	06/22/12	013
06/15/12	06/28/12	07/06/12	014
06/29/12	07/12/12	07/20/12	015
07/13/12	07/26/12	08/03/12	016
07/27/12	08/09/12	08/17/12	017
08/10/12	08/23/12	08/31/12	018
08/24/12	09/06/12	09/14/12	019
09/07/12	09/20/12	09/28/12	020
09/21/12	10/04/12	10/12/12	021
10/05/12	10/18/12	10/26/12	022
10/19/12	11/01/12	11/09/12	023
11/02/12	11/15/12	11/23/12	024
11/16/12	11/29/12	12/07/12	025
11/30/12	12/13/12	12/21/12	026
12/14/12	12/27/12	01/18/13	***
12/28/12	01/10/13	01/18/13	002
01/11/13	01/24/13	02/01/13	003
01/25/13	02/07/13	02/15/13	004
02/08/13	02/21/13	03/01/13	005
02/22/13	03/07/13	03/15/13	006
03/08/13	03/21/13	03/29/13	007
03/22/13	04/04/13	04/12/13	008
04/05/13	04/18/13	04/26/13	009
04/19/13	05/02/13	05/10/13	010
05/03/13	05/16/13	05/24/13	011
05/17/13	05/30/13	06/07/13	012
05/31/13	06/13/13	06/21/13	013

*** Due to the way the dates/holidays fall, this student payroll will not be processed in its normal time frame.

OBERLIN COLLEGE FOOD SERVICE
STUDENT TIME CARD
PLEASE PRINT

NAME Pantfil, Richard
Last First Middle

DATE (Week Ending) _____

General Mgr.
Job _____

Stevenson
Crew (Days Worked) (B) (L) (D)

Meal (Circle Meal Worked) _____

T Number 101011

Student Signature Rich Pantfil

	OUT	IN			
FRIDAY	OUT				
	IN				
SATURDAY	OUT				
	IN				
SUNDAY	OUT				
	IN				
MONDAY	OUT				
	IN				
TUESDAY	OUT				
	IN				
WEDNESDAY	OUT				
	IN				
THURSDAY	OUT				
	IN				

TH01 09:55

TOTAL HOURS _____

R.P. (Office Use) _____

AUTHORIZATION (MGR, STUDENT MGR.)

PROPER TIME CARD PREPARATION

Only use a yellow time card (pink if you are catering). All cards are color-coded and you may not be paid in a timely manner if you use any other color.

Make sure all the following time card fields have been completed accurately and legibly:

- Name: Last name first, first name last
- T#
- Signature
- Crew: The facility for which you work
- Job: The position for which you have been hired and scheduled
- Subbing for: Must give student's name

The time card has been sectioned into the days of the week, listed in the order of our pay week. For each day, there are is a space for you to punch in and out twice. In each day section, you will start at the bottom and work up with the placement of your time punches. Make sure that each punch is readable.

- If your punch is hard to read, please let the manager know as soon as possible so that they can do something about it in a timely fashion.
- If you forget to punch and then remember at some later point, do NOT punch in at that time. Simply take the card to the manager (or call, if you have left the building) and ask the manager to handle the situation.
- Only write and punch on your own time card. Handling anyone else's time card is not allowed and may be grounds for disciplinary action.

Only one job may go on any one card. You may have multiple days' punches on one card for a job but only one job on a card.

QUITTING YOUR SHIFT

(Aka “terminating” “cancelling” “giving up” “switching” “dropping” “resigning” “leaving” etc.)

Unless you have a written statement from your doctor, policy requires that you provide notice 2 weeks in advance of your last working day.

- You must speak directly to your manager ... In person or by phone ... No email or voice mail!
- You must also contact Candy Tollett, Student Employment Coordinator, and provide the same notice to her. She can be reached in the CDS Office in Stevenson – Griswald ... (440) 775-8101 ... cdsjobs@oberlin.edu

Once you have provided your 2 weeks notice, you are required to personally work your shift(s) for the next 2 weeks or find a reliable replacement.

- Your replacement must be a current CDS employee;
- You must provide the name of the person to your manager in advance.

If you do not follow these procedures, you will be written up!

- Improper Notice of Resignation
- No Call No Show
- 3 Write Ups or 2 No Call No Show will result in termination.

Yes, you can still be fired after you quit.

- You will not be hired by CDS for the remainder of this semester;
- You will not be hired by CDS for the next semester;
- You will not be hired by CDS for catering, special events, or schedules during that time.

DINING HALL CONTACT INFORMATION

Stevenson

155 North Professor Street

Office is located in the north corner of the kitchen ... go to the back of the building and enter through the small door by the loading dock, turn right to the elevator, take to the second floor and turn right.

(440) 775-8993 or (440) 775-8994

- Mark Sustarsic
- Chef Chris Brunst
- Matthew Krasnevich

Dascomb

140 West College Street

Office is located in the north corner of the kitchen ... enter at the back of the building through the back doors by the loading dock.

(440) 775-8732

- Gina Fusco
- Nancy German

Azariah's Cafe

Located inside Mudd Library

Please make all calls and report to work at Dascomb. Check in directly with Dascomb manager when reporting for work.

(440) 775-8732

- Nancy German

McGregor Sky Bar

Located inside The Kohl Jazz Conservatory

Please make all calls and report to work at Wilder DeCafe. Check in directly with the DeCafe manager when reporting for work.

(440) 775-8732

- Richard Hunn

Wilder Decafe/Rathskellar

135 West Lorain Street

The manager's office is in Wilder DeCafe ... it is located in the northwest corner of the dining room closest to the 'Sco.

- (440) 775-8426
- Richard Hunn
- Lisa Anadiotis
- Delores Hall

Science Center Cart

119 Woodland Street

Office is located in Wilder DeCafe ... NW corner of the dining room. Please make all calls to DeCafe. Report directly to the Science Center Cart for shifts.

(440) 775-8426

- Richard Hunn
- Lisa Anadiotis
- Delores Hall

Lord/Saunders

126 Forest Street

Office is located in the west corner of the kitchen ... enter through the door on Forest Street.

(440) 775-8735

- Christopher Ellis

South Bake Shop

121 Elm Street

Office is located in the kitchen ... enter through the center dock doors on the west side of South Hall. (Please ring doorbell on left.)

(440) 775-8625 or (440) 775-8736

- Mark Sustarsic

Catering Office

When you are notified that you have been assigned a catering shift, a detailed schedule is available on-line. For the catering office, go to the back of the building and enter through the small door by the loading dock, go through the door at the first landing and turn left. The catering office is located on the left by the time clock.

(440) 775-8976 or (440) 775-8420

- Barb Young
- Pat Billick
- Chelsey Felty

On-Line Employee Resources: <http://www.oberlin.edu/cds/employment/>