

## **Policy & Procedure**

### **Dress Code for Food Service Volunteers**

1. I.D. badges must be worn on upper right collar area.
2. Clothing must fit well and not be so tight that undergarments are visible, seams are stretched and clothing is obviously too small, or too big and baggy. There must be no exposure of midriff skin or lower back. (Note: Undergarments must be neutral or white in color).
3. Pants must be full length. Ankle-length pants. Sweat pants, athletic material, shorts, skirts, Capri's, dresses, leggings are not allowed.
4. No sleeveless tops or tank tops. T-shirts must not have holes or logos.
5. Shoes must be solid in which your entire foot is enclosed and protected. High heels, dress shoes, and boots are not allowed.
6. Nails must be kept clean and neat and should not be more than one-half inch in length. Volunteers may have artificial nails however must wear one time use gloves at all times and may not work directly in contact with food preparation.
7. Makeup should be professional and suited to a work environment.
8. Extreme or unusual body adornments, including but not limited to noticeable tattoos, nose rings, eyebrow rings, lip rings and no excessive ear piercing. Only one set of posts type earrings are permitted to be worn. Hoops, loops and dangly types of earrings are not permitted. Necklaces may be worn under the uniform not on the outside of the uniform.
9. Out of consideration for our seniors, guests, and coworkers please be considerate and maintain your personal hygiene. The use of heavy perfume/cologne is not appropriate; however, the correct use of body deodorant is expected to be used.
10. Volunteers must shower daily and wash hair. All hair must be neatly groomed and long hair must be kept back off the face. Hair must be restrained per Los Angeles County health code.
11. Long hair must also be kept up off shirt collar or be braided to restrain all hair hanging below the collar.

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**Dress Code for Food Service Volunteers (cont.)**

The SCV Senior Center values our volunteers. Due to potential dangers and to promote a safe environment, a dress code is being implemented for the protection of those working in our packing room, kitchen, and lunchroom.

Please be advised that this policy has been created not only to promote the level of professionalism within our organization, but to ensure your own personal safety and the safety of those whom we serve every day. Thank you so much for your understanding and cooperation.

***I have read and agree to adhere to the dress code.***

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Printed Name*