**NDSU DINING COMMUNICATION**

**Numbers:**
- Residence Dining Center: 701.231.8316
- Union Dining Center: 701.231.9518
- Union Dining Center Kitchen: 701.231.8123
- Retail: 701.231.9518
- West Dining Center: 701.231.7029
- Catering: 701.231.8125

**Apps:**
- **When to Work Employee Scheduling** – View your work schedule, trade shifts with other employees or pick up extra shifts. [https://whentowork.com](https://whentowork.com)
- **GET** – Update/change your meal plans, purchase block plans, view guest passes, deposit money into your Campus Cash account and more. [https://getcbord.com/NDSU](https://getcbord.com/NDSU)
- **NDSU Dining** – View dining center hours and menus. [https://www.ndsu.edu/dining](https://www.ndsu.edu/dining)

**Social:** @ndsudining, Facebook, Instagram

**RECOMMENDED STEPS**
- Add all numbers to your phone’s contact list.
- Check to see if your phone can receive voicemails.
- Report a phone number change to your student manager.
- Download the NDSU Dining apps and follow @ndsudining on Facebook and Instagram.

**ABSENCES**

**Illness/emergency**
- Must call three hours in advance.
- Must call daily for prolonged absence.

**PLANNED ABSENCE**

Absences should be notified to student managers at least two weeks in advance to get shift off. Refer to the student employee handbook for more details. Contact your student manager with any questions.

**INTERNATIONAL STUDENT EMPLOYEES**

International student employees must never exceed 20 hours of work at NDSU per week.

**STORM DAYS**

When campus is closed for storm days, the dining centers are open from 10 a.m. to 6 p.m. All students are encouraged to offer help. Students living in residence halls* are part of the Storm Crew and must report to work. Check the When to Work app for your storm day work schedule.

* Niskanen Hall is not included

**DRESS CODE**

- No Jewelry
  - Piercings, necklaces, bracelets, rings
- Dining hat or hair restraint
  - Supplied by unit; $10 replacement
- Beard net
  - Supplied by unit
- Plain black T-shirt
  - Black undershirt permitted
- Apron
  - Supplied and laundered by unit
- Nametag
  - Supplied by unit; $1 replacement
- Vinyl gloves
  - Supplied by unit; Replace as needed
- No nail polish
- Blue jeans
  - No tears
- Tennis Shoes
  - Or other closed-toe shoes

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**NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, ndsu.eoaa@ndsu.edu.**