

EMPLOYMENT GUIDE



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



When to Work Employee Scheduling – View your work schedule, trade shifts with other employees or pick up extra shifts. <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://getcboard.com/NDSU>

NDSU Dining – View dining center hours and menus. <https://www.ndsu.edu/dining>

Social: @ndsudining  Facebook and  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

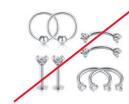
International student employees must never exceed 20 hours of work at NDSU per week.

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



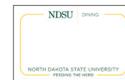
- Beard net
- Supplied by unit



- 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

I-9 DOCUMENTS TO BRING



WE NEED TO VERIFY YOUR EMPLOYABILITY!

EMPLOYEES MAY PRESENT ONE SELECTION FROM LIST A
OR A COMBINATION OF ONE SELECTION FROM LIST B AND ONE FROM LIST C

LIST A

DOCUMENTS THAT ESTABLISH
BOTH YOUR IDENTITY AND
EMPLOYMENT AUTHORIZATION

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machinereadable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
 - a. Foreign passport; and
 - b. Form I-94 or Form I-94A that has the following:
 - (1) The same name as the passport;
and
 - (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form

OR

LIST B

DOCUMENTS
THAT ESTABLISH
IDENTITY

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
 3. School ID card with a photograph
 4. Voter's registration card
 5. U.S. Military card or draft record
 6. Military dependent's ID card
 7. U.S. Coast Guard Merchant Mariner Card
 8. Native American tribal document
 9. Driver's license issued by a Canadian government authority
- FOR PERSONS UNDER AGE 18 WHO ARE UNABLE TO PRESENT A DOCUMENT LISTED ABOVE:**
10. School record or report card
 11. Clinic, doctor, or hospital record
 12. Day-care or nursery school record

AND

LIST C

DOCUMENTS THAT
ESTABLISH EMPLOYMENT
AUTHORIZATION

1. A Social Security Account Number card, unless the card includes one of the following restrictions
 - (1) NOT VALID FOR EMPLOYMENT
 - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Native American tribal document
5. U.S. Citizen ID Card (Form I-197)
6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
7. Employment authorization document issued by the Department of Homeland Security

PHOTOCOPIES ARE NOT ACCEPTED. PLEASE BRING **ORIGINAL DOCUMENTS ONLY.**