

EMPLOYMENT GUIDE



NDSU DINING COMMUNICATION

Numbers:

Residence Dining Center: 701.231.8316

Union Market: 701.231.9518

Retail and Coffee Shops: 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>

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>

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 West Dining Center and parts of the Union Market 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



- 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