

## **Personal Appearance and Uniform Policy and Procedure**

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### Modification history

Date	Modification	Person/s responsible
8/01/2012	Modification of existing policy	Dr Ian Whyte

### *Definitions*

## Preamble

In preparation for their career in industry ICHM students will dress and present themselves in uniforms appropriate to operations and management positions in the international hotel industry. Academic and administration staff who engage with ICHM students are also expected to present themselves to a high standard.

## Policy

To comply with industry expectations, students shall maintain a very high standard of personal appearance and shall adhere to the uniform regulations as detailed below.

When delivering to ICHM classes, academic staff shall also maintain a very high standard of personal appearance appropriate to management positions (or chefs uniform when appropriate) within international standard hotels, for example business suit or jacket and trousers with shirt and tie for males.

## Procedure

### Personal appearance when in uniform

In addition to wearing the specified uniforms, students shall comply with the following personal presentation standards:

#### **Females**

**Hair:** If long, tied or pinned up away from face and conservatively styled. (No multi-coloured or unnaturally coloured hair)

**Hands:** Clean, manicured nails and hands. Clear nail polish only.

**Face:** Discreet make-up.

**Uniform:** Neatly pressed. Clean and well presented.

**Jewelry:** Wedding and/or engagement rings only. Small earrings only (diameter no greater than 1cm)

**Scents :** Avoid heavy perfumes or deodorants, light fragrance only.

#### **Males**

**Hair :** Neatly combed and conservatively styled. (No multi-coloured or unnaturally coloured hair)

**Hands :** Clean, well manicured nails. Clean hands.

**Face :** Clean-shaven or well-trimmed beard/moustache.

**Uniform :** Neatly pressed. Clean and well presented.

**Jewelry :** Wedding and/or engagement rings only.

**Earrings :** Male students shall not wear earrings whilst in uniform.

**Scents :** Avoid highly perfumed after- shave lotions or deodorants.

## Uniforms

All students shall wear appropriate uniforms as issued by ICHM and as specified below, and in the prescribed manner, at all times whilst on campus or attending off-campus College activities. Generally, this applies, at a minimum, to the hours of 8:00am to 6:00pm, Monday to Friday when College is in session. Lecturers may exclude students from class activities if an inappropriate or incomplete uniform is worn, the hairstyle is inappropriate or, in the case of males, if unshaven.

The full Management uniform must be worn when in public and/or while conducting interviews or research in connection with study at ICHM.

Adjustments to uniform may be made at the discretion of individual lecturers due to physical/practical aspects of class activity and by the Vice Principal due to climatic changes.

Students shall be responsible for the care and maintenance of uniforms on a day-to-day basis. Students shall ensure that shoes are highly polished and pantyhose/socks are free of holes.

## Management Uniform (Years 2 & 3 in 2012)

<b>Male</b>	<b>Female</b>
Charcoal blazer Charcoal trousers Blue shirts Long sleeved corporate jumper Name badge Black socks (no "anklets") Black shoes Corporate tie Belt	Charcoal jacket Charcoal skirt/pants* Blue blouses** Long sleeved corporate jumper Name badge Navy or beige pantyhose Black court shoes (no open or pointy toes or high heels) Black or navy blue "scrunchie", head band or hair clip (optional)

## Food and Beverage Uniform (Years 2 & 3 in 2012)

<b>Male</b>	<b>Female</b>
Charcoal trousers and black belt Black waiter's jacket Black socks (no "anklets") Black shoes Name badge Waiter's friend (corkscrew)	Charcoal skirt/pants* Black waiter's jacket Neutral, black or beige pantyhose Black court shoes (no open or pointy toes or high heels) Black socks (with slacks, no "anklets") Name badge Waiter's friend (corkscrew) Black or navy blue "scrunchie", head band or hair clip (optional)

## Cookery Uniform (Years 1, 2 & 3 in 2012)

<b>All Students</b>
ICHM Chef's jacket and white buttons Black and white checkered trousers Dark, navy blue neckerchief White knee length apron Black, fully enclosed, non slip protective shoes with heels under 3 cm (No training or running shoes) Black full length socks ICHM name badge Hairnet and traditional white Chefs hat (permitted religious head covering must also be white)

\* Alternations to shorten skirts are not permitted unless arranged through ICHM Administration

## Management Uniform (Year 1 in 2012)

<b>Male</b>	<b>Female</b>
Charcoal blazer Charcoal trousers White striped shirts Long sleeved corporate jumper Name badge Black socks (no "anklets") Black shoes Corporate tie Belt Corporate scarf	Charcoal jacket Charcoal skirt/pants* White striped shirts Long sleeved corporate jumper Name badge Navy or beige pantyhose Black court shoes (no open or pointy toes or high heels) Black or navy blue "scrunchie", head band or hair clip (optional) Corporate tie Belt Corporate scarf

## Food and Beverage Uniform (also used for Housekeeping practical classes) (Year 1 in 2012)

<b>Male</b>	<b>Female</b>
Charcoal trousers Black waiter's jacket White striped shirt Black socks (no "anklets") Black shoes Name badge Waiter's friend (corkscrew) Corporate tie Belt	Charcoal skirt/pants* Black waiter's jacket White striped shirt Neutral, black or beige pantyhose Black court shoes (no open or pointy toes or high heels) Black socks (with slacks, no "anklets") Name badge Corporate tie Belt Waiter's friend (corkscrew) Black or navy blue "scrunchie", head band or hair clip (optional)

## Management Uniform (Year 4 in 2012)

<b>Male</b>	<b>Female</b>
Dark black, blue or grey blazer and matching trousers Business shirt Tie Name badge Appropriate dark socks and shoes Appropriate dark belt Long sleeved corporate jumper Corporate scarf	Dark black, blue or grey blazer and matching skirt/trousers Blouse Long sleeved corporate jumper Corporate scarf Name badge Appropriate pantyhose and dark shoes

## Kitchen Hygiene Policy and Procedures

Students must:

1. Wash their hands with soap and warm running water in the hand washing facilities provided and dry them thoroughly whenever there is any risk that they might contaminate food.
2. Report any personal health issues, which are likely to cause a hygiene risk, to the lecturer or lecturer's assistant. This includes skin lesions or discharges from their ears, nose or eyes, Hepatitis A and illnesses caused by Giardia, salmonella and campylobacter. Students must also tell the lecturer or lecturer's assistant if they are suffering from diarrhoea, vomiting, a sore throat with fever or jaundice unless they know their symptoms do not relate to a food-borne illness. Students must do everything they can to make sure they do not contaminate food. Do not participate in food handling activities where there is a risk of food contamination as a result of a health issue.
3. Maintain a clean ICHM chef's uniform and only use organisation-approved bandages and dressings to prevent contamination to food. Ensure that no clothing or other items worn contaminate food.
4. Avoid any practice that could cause food contamination. For example, the student must avoid cross contamination and must prevent unnecessary direct contact with ready to eat food. The students must not eat near or over unprotected food and they must clean and/or sanitise chopping boards, knives and utensils after each use. Students must not allow food to become contaminated with any body fluids or tobacco product from sneezing, coughing, blowing nose, spitting or smoking.
5. Maintain the use of clean materials and clothes and safe and hygienic practices to ensure that no cross-contamination of other items in the workplace occurs. Report all hygiene hazards or whether you have contaminated food, to the lecturer or lecturer's assistant.
6. Store all food products correctly, as stated in the ICHM Learners Guide. Food must not be stored in the danger-zone (5° C and 60°) for more than 2 hours.
7. Clean and sanitise all contact surfaces to keep microorganisms at safe levels.
8. Ensure all kitchen fittings, work benches and equipment are clean and in good working order.
9. Ensure all food items are cooked or processed as stated in the recipes and demonstrated by the lecturer to make them safe.
10. Students may wish, following a culinary class, to retain food items they have prepared. To comply with strict hygiene regulations students must provide their own food grade containers that are re-sealable, hygienic and washable and clearly labeled with the student's name and group number. All food will be checked before it is permitted to leave the kitchen. Food removed must be stored correctly