

UNIVERSITY OF WISCONSIN–MADISON

Dining and Culinary Services

STUDENT EMPLOYEE SHIFT MEAL POLICY

Policy No.:

Date: 7/10/2025

I. Purpose

This policy is intended to outline parameters of providing a meal after working an eligible shift. In a foodservice operation, it is imperative that the individuals prepping, preparing, and serving food items are aware of what they are serving and are routinely checking for proper quality.

II. Policy

The policy applies to all non-resident student staff employed in Dining and Culinary Services, that are not part of the Resident meal plan. Residents that live in University Housing are part of a mandatory meal plan, so this recruitment/retention strategy would not apply to that population. The meal is effective on their first day of employment.

- Eligible positions include:

<ul style="list-style-type: none">• Head/Office Supervisors• Cashiers• Shift Leads• Robot Delivery Coordinators• Culinary Assistants• Dishwashers• Student Stockers• Office Assistants• Four Lakes Market Baristas• Dining Advisory Board Members• Southeast Café Team Members	<p>Positions requiring a voucher*</p> <ul style="list-style-type: none">• Dietetic Assistant• Purchasing Associate• SEAS• All Catering Positions• All Shake Smart Positions• All Starbucks Positions
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Students must work a minimum of 2 consecutive hours to receive a meal benefit. One meal will be awarded per shift.

The student must use their meal swipe immediately before, during, or immediately after their shift, as the meal swipe will be voided at the end of business that day.

The student may take their meal to go following our standard reusable container to-go policy.

The meal swipe cannot be given to another party and cannot be used to purchase food for other employees or non-employees.

Employees are expected to communicate immediately any quality of food concerns they have with the items they selected to unit management.

The procedure outlined in the cashier manual for processing a student employee meal at the POS must be followed for every transaction.

Summer Meal Service (Mid May–Mid August)

All prior policy statements apply with the exception that a meal will be provided to all DCS student employees due to no active required meal plan during the summer.

*Voucher and Licensed Starbucks Shift Drink Policy

The following table outlines the voucher and Starbucks shift drink policy:

Policy Area	Details
Voucher Policy	<ul style="list-style-type: none">• All prior policy statements apply.• The voucher must be signed and dated by a manager/supervisor on duty.• The voucher must be used on the day it is signed.• The voucher must be logged into the tracking spreadsheet.• Eligible Positions:<ul style="list-style-type: none">○ All Catering & Admin Student Positions○ All Shake Smart Student Positions<ul style="list-style-type: none">➤ If the meal exchange at Shake Smart is not utilized, a voucher will be given to be used at Four Lakes Market ONLY.○ All Starbucks Student Positions<ul style="list-style-type: none">➤ Voucher to be used at Gordon Avenue Market ONLY.
Licensed Starbucks Shift Drink	<ul style="list-style-type: none">• All prior policy statements apply.• Licensed Starbucks locations student employees are entitled to one drink.• Starbucks food product cannot be taken in place of a drink.• Free Shift Drink applies to all student positions.

Violations of the policy may be subject to disciplinary action, including termination.

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