

August 19, 2008

Welcome to Messiah College Dining Services! You have been assigned to the work-study program at the Union Café for the 2008-2009 academic year. We really look forward to working with you!

Come meet our team on Sunday, August 31. We will be holding a *mandatory* Orientation Meeting from 4:00 - 6:00 p.m. in the Student Union Building outside the Union Café. We will be introducing our staff and student leaders, giving a tour of the restaurant, handing out uniform shirts and hats, going over the employee handbook information, taking questions, and getting you training materials. You will need to bring *two forms* of identification with you to this meeting. Identification would include your driver's license, passport, social security card, or birth certificate. These must be presented at the time you fill out your I-9 form for the Financial Aid Office (we will fill this out at our meeting).

Shifts begin Monday morning, September 1. You will receive your first work schedule soon. If you are going to be on campus early and are interested in picking up extra hours before regular shifts begin, please email me and let me know. In addition, if you know of a class schedule change or you are involved in sports that require regular practices, please let me know as soon as possible your new class or team practice schedule.

Please reply to this email so we know you have received this information. If you have any questions, don't hesitate to contact us at the Union Café. We look forward to meeting you on Sunday, August 31 at our mandatory meeting and having you as a part of our team!

See you soon!

Jen Whitcomb

Jen Whitcomb
Retail Manager, Union Café & C-Store