

**OSP CREW**

# STYLE GUIDE



# WELCOME TO OSP

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As an OSP Crew Member, you've been chosen to represent our brand to the public. It is important for all employees to project a professional image at work by being appropriately attired in your OSP-approved uniform.

OSP employees are expected to be neat, well-groomed, and adhere to all reasonable personal hygiene standards while on the job.



## BACK OF HOUSE

Back of House employees are expected to wear dark blue cotton pants or dark wash jeans. No black or gray jeans. A clean apron and side towels will be provided at the beginning of every shift and must be worn at all times.

Hair must be pulled back and covered with a navy Old Scratch crew hat or navy bandana.



## FRONT OF HOUSE

Front of House employees are expected to wear dark blue cotton pants or dark wash jeans. No black or gray jeans.

Long hair must be pulled back from the face or covered with a navy Old Scratch crew hat to avoid contact with drinks or food.

# ALL EMPLOYEES

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- All employees must wear a clean Old Scratch crew shirt with no visible holes or stains. Each employee will be given two short sleeve shirts upon hire. One new shirt can be provided every three months thereafter.
- If you arrive at work without the proper headwear or shirt you will be given a new one and \$15 will be deducted from your next check.
- Pants must be well-fitted and not reveal any undergarments or unnecessary skin (i.e. midriff or buttcrack). Baggy pants, sweatpants, leggings, or distressed jeans are not allowed.
- While it is not our intention to police personal choices and preferences with respect to undergarments, we must consider the impact on overall professionalism and image that the company projects. We request that all employees wear clothing that features an appropriate level of coverage in the chest area. This can include tops, shirts, undershirts, and bras. Employees have the freedom to choose undergarments that best align with their personal comfort, provided they meet the requirement of proper coverage of the chest.

# ALL EMPLOYEES

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- Closed-toed, slip-resistant shoes that are clean, neat, and professional are required. Shoe colors should also be neutral and complement your work attire. Avoid high heels, open-toe or open-back shoes, sandals, and flip-flops as they are not practical in a restaurant environment.

## **The following are examples of acceptable restaurant footwear:**

*Work shoes/boots that meet the above standards*

*Tennis shoes/sneakers with non-skid soles designed for work environments*

*Clogs that are closed-toed and made with slip-resistant material that have no holes or perforation (ex: no Crocs with holes or similar)*

*Leather shoes or boots, preferably with non-slip soles*

# GENERAL APPEARANCE

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- Hair, including facial hair, should be well-groomed, clean, and neatly styled.
- Extreme haircuts, styles, or lengths that draw excessive attention are not permitted. This includes but is not limited to shaved patterns, intricate designs, distracting colors, or lengths that pose a threat to safety or food safety.
- For food-safety reasons, hair color must be permanent or semipermanent; no sprays, glitter, chinks or temporary products. Please keep beards and mustaches neat and trimmed.
- Jewelry must be simple and moderately sized. Large earrings, dangling facial piercings, or long necklaces are not acceptable and pose a food-safety risk.
- Nails must be trimmed and kept clean. No chipped nail polish or artificial nails.
- Visible tattoos cannot include profane, obscene, racist, sexual, or objectionable words or imagery.

## FINAL NOTES

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Your manager has the final say on whether you are dressed appropriately for your shift. Exceptions to the Dress Code may be made to accommodate sincerely held religious beliefs or a disability.

Please talk with your manager with any questions or concerns.

