



ARAMARK/Fordham Dining • 441 East Fordham Road  
BRONX, NEW YORK 10458 • 718-817-0904

August 9, 2016

## Welcome to Aramark!

We hope that you took time to relax and enjoy all this summer had to offer and are excited to get back to work. Plans are in place for a smooth return. Important information can be found below including training dates, work requirements and meeting schedules and make up new hire paperwork sessions. Please call us if you have any questions.

***Attendance is required for employment; meetings are mandatory and children are not permitted to attend.*** Please contact the Dining office if you have any questions.

- ❑ **Operational Excellence Training for Employees (Rose Hill Team)** August 18<sup>th</sup>, Thursday, 8:30 am - 4:00 pm, lunch provided. All are to report to the Marketplace Dining Hall; sorry no children will be admitted into meeting area.
- ❑ **Operational Excellence Training for Employees (Lincoln Center Team)** August 19<sup>th</sup>, Friday, 8:00 am -1:00 pm, lunch provided. All are to report to the Community Dining Hall; sorry no children will be admitted into meeting area.
- ❑ **Aramark All Employee Kick-Off Meeting** - August 22<sup>nd</sup>, Monday, 9:00 am -4:00 pm, lunch provided. Mandatory for all employees. Meeting held at Rose Hill Campus. Please enter near the main door of the dining hall. Lincoln Center employees will be bused to the Bronx. Buses from Lincoln Center will leave promptly at 8:30 am. Dress appropriately; sorry no children will be admitted into meeting area. Signs will offer direction.
- ❑ **Employee Location Specific training (First half of day)** August 23<sup>rd</sup>, Tuesday, 8:00 am -12:00 pm, lunch provided. Attend at the appropriate campus (Rose Hill or Lincoln Center) where you normally work.
- ❑ **Scheduling and Position Bidding (Second half of day)** August 23<sup>rd</sup>, Tuesday, 1:00 pm - 5:00 pm. Attend at the appropriate campus (Rose Hill or Lincoln Center) where you normally work.

- **August 28<sup>th</sup>**, Sunday, is move in day at both campuses and service begins.
- **August 31<sup>st</sup>**, Wednesday, Classes Begin!
- **FOOD HANDLER'S CARD** –New this year, ALL FOOD SERVICE WORKERS will be assigned online training at no cost so that they may complete the required course, pass the exam and print their certificate. More information at the General Meeting.
- **NEW PAPERWORK MAKE UP SESSIONS** – For those employees who are currently on summer leave and need to complete their new hire paperwork, or if you have not applied or have not received your new hire paperwork, please attend only 1 of the sessions below. Please bring you user name and password that was created during the application process. If you have forgotten your information we can try and retrieve it for you during this session.

**Session 1:**

**Date: August 10, 2016**

**Location: Rose Hill Faculty Club**

**Time: 10:00-2:30**

**Date: August 10, 2016**

**Location: Lincoln Center Ram Café**

**Time: 10:00-2:30**

**Session 2:**

**Date: August 11, 2016**

**Location: Rose Hill Faculty Club**

**Time: 10:00-2:30**

**Date: August 11, 2016**

**Location: Lincoln Center Ram Café**

**Time: 10:00-2:30**

- Know someone that is interested in applying in an hourly or salaried position? Open interviews are available at our office between 9 am and 11 am Tuesdays and Wednesdays throughout the month of August. For more information please call the HR Department at 718-817-0904.

If for any reason you do not plan on returning, please call the HR office at 718-817-0904. Please leave a detailed message if your call is not answered personally.