

INTER OFFICE MEMO

TO: Mr. Jones

April 2, 1946

FROM: Mrs. Cooke

Re: Faculty Dining Room

To clarify for the Faculty and Staff members the meal hours and reasons for them, I am sending you the following and trust it will help clear up any misunderstanding that may exist.

Prior to the War the dining halls had a much larger staff and longer hours. We now have a 48-hour week plus student waitresses. In order that the students can get to classes, lectures and movies on time and so the kitchen crew can work within a 48-hour schedule, the following hours for dining room service have been worked out:

Breakfast: 8: to 8:30 with an added 10 minutes for Faculty D. R. to allow time for second cups of coffee.
Tables must be cleared at 8:45

Luncheon: 1: to 1:30 with an added 10 minutes for Faculty D. R. - for dessert and coffee.
Tables must be cleared at 1:45

Dinner: 6:30 to 7: with an added 10 minutes for Faculty D. R. - for dessert and coffee.
Tables must be cleared at 7:15

The purpose of the gong was so the students would be aware of time, however, I have asked Mrs. Hill to discontinue its use and to instruct waitresses to clear tables instead at time specified.

We are also trying a straight hour schedule for Mrs. Hill and Mrs. Wilson which will enable the Faculty to remain in the Dining Room until 9: A.M. - 2: P.M. and 7:30 P.M. for smoking and chatting. Student waitresses can go on time and Mrs. Hill or Mrs. Wilson will set up tables for the next meal.

I trust the latter arrangement will give the Faculty the time they would like and if the schedule set up is adhered to, we should have no problem in the kitchen as regards overtime.

It has been my policy at all times to show no partiality in any matter pertaining to dining halls operation. If sometimes the service isn't up to standard, it is due to having student waitresses in place of professional waitresses which up to now I have been unable to secure.

Thank you, Mr. Jones, for your understanding of my problems.