



New Uniform ROG

February 5, 2017

Updated on Jan. 27. Revisions are noted in
Red





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New Uniforms Available to Order February 5

They are finally here! After months of testing we are ready to launch the new uniform program. New uniforms can be ordered on February 5. This guide is designed to showcase the new uniforms and standards as well as instructions on how to order the new uniforms as early as February 5.

Why Are We Changing Our Uniforms?

As you will see, our new uniforms give the Huddle House brand an opportunity to show our guests our hometown, relaxed personality. We also feel the comfort of our Team Members is very important. The biggest change is that we are moving to t-shirts and blue jeans for Team Members! There are also 2 styles of crew t-shirts - female and unisex cuts - to order according to team member comfort level and preference.

When Can You Begin Ordering New Uniforms?

- February 5 – **New Team Member uniform elements, Team Member name badges, and the maroon/white Manager shirt are available to order from the DC**
- February 6 – **Red/Black and Grey/White Manager shirts and Manager name badges are available to order through Icebox, our vendor partner who is managing the uniform program. See contact information below.**

Icebox Website and Contact Info	
Website (Live Monday, February 6)	https://stores.iceboxonline.com/huddlehouse
Email	HuddleHouse@iceboxmail.com
Phone	404-665-2421
Account Rep	Destra Tontala

Each Huddle House restaurant location has been pre-set up with a login and password for online access. The login used will be your Huddle House email address with a generic password **"bacon"**. Once logged in, a restaurant can browse, shop, manage shipping and billing information as well as update their password.

Example Username: 127Santee@hhstoremail.com

Example Password: **bacon**



For special billing requests such as one single bill to with multiple ship to addresses for various restaurant locations or to apply for credit terms, please contact The Icebox to request special set up using the contact information above.

Cost

Overall the cost of the new uniform program in comparison to the current uniforms is slightly less expensive! Item numbers for all items and sizes are on the next page of the guide.

New Uniform Pricing		
Item	QTY	Price
Team Member T-Shirts (FOH & BOH)	2 per pack	\$18.90 per pack
FOH Waist Apron	1	\$4.23
BOH Bib Apron	1	\$6.58
BOH Caps	2 per pack	\$6.88 per pack
Manager Shirts (Order through Icebox or DC)	1	\$25.95
Team Member Name Badge (Order through DC)	10 per pack	\$14.96 per pack
Engraved Manager Name Badge (Order through Icebox)	1	\$13.25

New Uniform Overview and Item Numbers

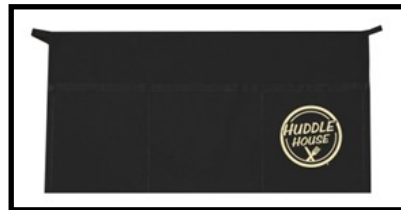
Server Uniforms

Each server should be given 1 pack of 2 crew shirts and 2 waist aprons.

- (1) 2-pack of crew shirts (available in female or unisex style cut)
 - Burgundy Heather "Good Gravy in the Morning"
 - Charcoal Heather "Skinny Cooks Can't be Trusted"



- (2) 1-pack 3-pocket waist aprons



Cook Uniforms

Each cook should be given 1 pack of 2 crew shirts (as shown above), 2 bib aprons, and 1 pack of 2 caps.

- (1) 2-pack of crew shirts(available in female or Unisex Cut)
 - Burgundy Heather "Good Gravy in the Morning"
 - Charcoal Heather "Skinny Cooks Can't be Trusted"
- (2) 1-pack Bib Aprons
- (1) 2-pack Caps
 - Black
 - Camo



Item	Shirt Description
4438	UNISEX CREW T-SHIRT - SMALL (2-PACK)
4440	UNISEX CREW T-SHIRT - MEDIUM (2-PACK)
4442	UNISEX CREW T-SHIRT - LARGE (2-PACK)
4443	UNISEX CREW T-SHIRT - XL (2-PACK)
4444	UNISEX CREW T-SHIRT - 2XL (2-PACK)
4446	UNISEX CREW T-SHIRT - 3XL (2-PACK)
4448	UNISEX CREW T-SHIRT - 4XL (2-PACK)
4450	LADIES CREW T-SHIRT - SMALL (2-PACK)
4452	LADIES CREW T-SHIRT - MEDIUM (2-PACK)
4454	LADIES CREW T-SHIRT - LARGE (2-PACK)
4456	LADIES CREW T-SHIRT - XL (2-PACK)
4458	LADIES CREW T-SHIRT - 2XL (2-PACK)
4460	LADIES CREW T-SHIRT - 3XL (2-PACK)
4462	LADIES CREW T-SHIRT - 4XL (2-PACK)
Item #	Apron Description
4428	HH BIB APRON (EACH)
4432	HH WAIST APRONS 3-POCKET
Item #	Cap Description
4434	Camo and Black (2-PACK)

New Uniform Overview

New Manager Shirt & Item Numbers

There are 3 approved colors of manager shirts available in both female and unisex styles. The Huddle House script logo will be on the left chest pocket. Each version below is sold separately:

- (1) Maroon and White - Order through the DC. See Item #s below.
- (1) Black and Red - Order through Icebox
- (1) Grey and White – Order through Icebox



Item #	Maroon & White Manager Shirt
4500	Men's Mgr Shirt — Small
4501	Men's Mgr Shirt — Medium
4502	Men's Mgr Shirt— Large
4503	Men's Mgr Shirt—XL
4504	Men's Mgr Shirt—2XL
4505	Men's Mgr Shirt—3XL
4506	Men's Mgr Shirt— 4XL
4507	Ladies' Mgr Shirt— XS
4508	Ladies' Mgr Shirt— Small
4510	Ladies' Mgr Shirt— Medium
4511	Ladies' Mgr Shirt— Large
4512	Ladies' Mgr Shirt—XL
4513	Ladies' Mgr Shirt—2XL
4514	Ladies' Mgr Shirt—3XL
4515	Ladies' Mgr Shirt—4XL

New Uniform Overview

New Name Badges

New name badges for both Manager and Team Members are now mandatory.

Team Member badges will be blank. Names can be entered using a sharpie marker or label maker. The Distribution Center will continue to sell nametags through this new uniform roll-out. Their item number is 4207 and they will be sold for \$14.96 for a pack of 10. We are working on a new design to be rolled out in the next few months with a cheaper price!

Manager badges will be name engraved and have a magnetic clap back. Manager name badges are ordered through Icebox.



Team Member Badges



Manager Badges

Uniform Transition Plan

We expect to run out of the old uniforms in early February. When a restaurant converts to the new uniform look, **all employees must change to the new uniforms at the same time. It is not permitted to mix the current red shirts with the new t-shirts.** We want to make a big impact when we make this change that our guests will really notice. This will promote a consistent, clean look throughout the restaurant.

Since we realize that this is a large expense, we have an extended deadline to make the transition. **All restaurants will have until June 1 to completely make the transition to the new uniforms.** Caps are the only exception. We have an excess inventory of our current caps. The current caps can be used with the new uniforms after June 1.

In the meantime, you are permitted to wear the red shirts. Current uniform shirts will be available until they are depleted. When they are no longer available to order and you need more shirts, you will be required to switch to the new uniform shirts store-wide, since all Team Members in the store must switch at the same time.

Sample Crew T-shirt Kits

Sizing on the shirts runs slightly smaller than our present program. Two weeks ago we sent all restaurants a sample kit of the team member shirts. The purpose of sending this kit is to ensure restaurants order the proper size for their employees on February 5.

The cost for this sample kit is \$56.70. Restaurants received 3 shirts in both women and unisex cuts for a total of 6 crew shirts in these sizes as follows:

- Small
- Large
- 2XL

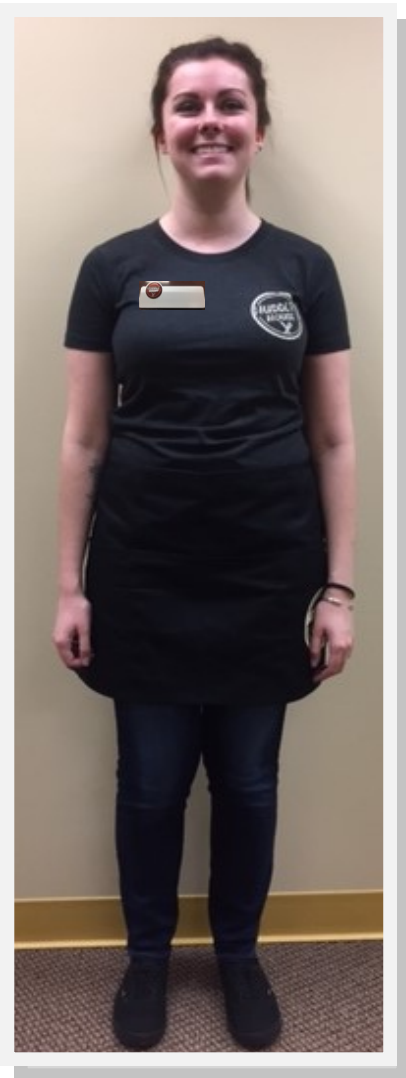
New Uniform Timeline	
Week of January 15	Sample Crew T-Shirt Kits Shipped
Sunday, February 5	Uniforms Available to Order
Thursday, June 1	All Restaurants 100% Transitioned to New Uniforms

Uniform Guidelines

We are going to a more relaxed look, but Managers and Team Members should still look sharp! Make sure the jeans your team members wear look presentable. Hair still must be pulled back and non-slip restaurant shoes are required.

Server Uniforms

Your appearance is the first thing our guests notice about you. Take pride in how you look and always come to work looking sharp!



Server Uniforms—Smile! 😊

Hats/Hair	Hair must be pulled back not touching their face or shoulders per the Health Department. Neatly trimmed moustaches, beards, and goatees (no longer than ½" in length) are permitted (where allowed by Health Department).
Make-up (Women) & Nails	A light application of make-up is acceptable. Nails should be clean and trimmed. No nail polish or false nails. No
Jewelry	One ring per hand, one necklace tucked into shirt, one pair of earrings (studs only). Facial piercings and tongue rings are not permitted.
Name Tags	Huddle House nametag with printed name (not handwritten) worn on the right side of the shirt
Shirt	Clean, logoed Huddle House T-Shirt
Pants/Belt	Plain black or dark blue jeans. Must look clean and professional. Jeans should be very basic with minimal embellishment. Jeans must fit correctly; not too loose or too tight.
Aprons	Clean, wrinkle-free black Huddle House server apron
Shoes	Black non-slip leather/leather like material. Must cover the entire foot. Black socks/hosiery required. Socks must cover ankles.
Tattoos	Tattoos should be covered when working. Tattoos must not display gang related signs, inappropriate language, or offensive symbols pictures, or words.
Cell Phones	Cell phones are not permitted in view of the guest.

Cook Uniforms

Our cooks work in view of our guests. They are not hidden away in the back like other restaurants so it is important that they look as sharp as our servers.



Cook Uniforms—Smile!

Hats/Hair	<p>Hair must be pulled back not touching their face or shoulders per the Health Department.</p> <p>Huddle House hat worn facing forward.</p> <p>Neatly trimmed moustaches, beards, and goatees (no longer than ½" in length) are permitted (where allowed by Health Department).</p>
Make-up (Women) & Nails	A light application of make-up is acceptable. Nails should be clean and trimmed. No nail polish or false nails. No fragrance or perfume.
Jewelry	One ring per hand, one necklace tucked into shirt, one pair of earrings (studs only). Facial piercings and tongue rings are not permitted.
Name Tags	Huddle House nametag with printed name (not handwritten) worn on the right side of the apron.
Shirt	Clean, logoed Huddle House T-Shirt
Pants/Belt	Plain black or dark blue jeans. Must look clean and professional. Jeans should be very basic with minimal embellishment. Jeans must fit correctly; not too loose or too tight.
Aprons	Clean, wrinkle-free black Huddle House cook apron
Shoes	Black non-slip leather/leather like material. Must cover the entire foot. Black socks/hosiery required. Socks must cover ankles.
Tattoos	<p>Tattoos should be covered when working.</p> <p>Tattoos must not display gang related signs, inappropriate language, or offensive symbols pictures, or words.</p>
Cell Phones	Cell phones are not permitted in view of the guest.



Manager Uniforms

Your appearance is the first thing our guests notice about you. Take pride in how you look and always come to work looking sharp!



Manager Uniform—Smile

Hats/Hair	Hair must be pulled back not touching their face or shoulders per the Health Department. Neatly trimmed moustaches, beards, and goatees (no longer than ½" in length) are permitted (where
Make-up (Women) & Nails	A light application of make-up is acceptable. Nails should be clean and trimmed. No nail polish or false nails. No fragrance or perfume.
Jewelry	One ring per hand, one necklace tucked into shirt, one pair of earrings (studs only). Facial piercings and tongue rings are not permitted.
Name Tags	Huddle House nametag with printed name (not handwritten) worn on the right side of the shirt
Shirt	Clean, Huddle House polo tucked in at all times.
Pants/Belt	Wrinkle-free dark colored slacks. Must look professional. No leggings, denim, cargo pants or shorts. Pants must fit correctly; not too loose or tight. Belt required for pants with belt loops.
Shoes	Black non-slip leather/leather like material. Must cover the entire foot. Black socks/hosiery required. Socks must cover ankles.
Tattoos	Tattoos should be covered when working. Tattoos must not display gang related signs, inappropriate language, or offensive symbols pictures, or words.
Cell Phones	Cell phones are not permitted in view of the guest.

Uniform Guidelines

Below are the guidelines for wearing jeans in restaurants:

- Must be dark blue or black colored jeans
- Stonewashed, acid-washed or light-colored jeans are not allowed
- Jean leggings are not allowed
- Jeans should not be frayed or have holes

Winter Wear

Icebox will have long sleeve options for both Team Members and Managers available to order soon on their website.