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Descriptive Summary

<table>
<thead>
<tr>
<th>Creator:</th>
<th>Emory University. Emory Dining.</th>
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<tbody>
<tr>
<td>Title:</td>
<td>Emory Dining records, 1948-1983</td>
</tr>
<tr>
<td>Call Number:</td>
<td>Series No. 269</td>
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<tr>
<td>Extent:</td>
<td>4.125 linear foot (3 boxes) and 1 extra oversized papers folder (XOP)</td>
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<tr>
<td>Abstract:</td>
<td>Records include materials related to food services at Emory University collected and maintained by longtime head of campus dining, Helen Jenkins.</td>
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<tr>
<td>Language:</td>
<td>Materials entirely in English.</td>
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Administrative Information

Restrictions on Access
Special restrictions apply: Selected materials restricted in accordance with Emory University Archive Access Policy.

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Source
Transfer
Citation
[after identification of item(s)], Emory Dining records, Emory University Archives, Stuart A. Rose Manuscript, Archives, and Rare Book Library, Emory University.

Processing
Processed by Laura Starratt, November 19, 2021. Index for the two bound Food Service Staff Conference Minutes books was supplied by the transferring office.

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Collection Description

Administrative History
Emory Dining manages food services at Emory University, including campus dining halls and restaurants. Helen Jenkins Jenkins was the first female administrator at Emory College, starting as the assistant director of food services on March 5, 1945. She was promoted to director of food services in 1955 and food services liaison in 1984.

Scope and Content Note
Records primarily consist of materials collected and maintained by Helen Jenkins, longtime head of dining services at Emory University including photographs, correspondence, administrative material, and planning materials for renovations of the Emory Clinic Dining spaces.

Arrangement Note
Arranged in chronological order
Container List

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Content</th>
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</table>
| 1   | 1      | Bound Minutes, Food Service Staff Conference Minutes, 1948-1956  
New plan to serve colored employees; "Uncle Rich" becoming a bigger problem;  
blood tests done and one person fired, 1948 January 27  
Food Supervisor's Conference, 1949 April 20  
Mentions bus manager and student leaders, 1949 October 21  
Use of student employee due to extreme staff shortages- also beef supplies  
limited, 1951 July 10  
Polished coins on Sundays, Undated… preceeds 4/29/1952  
Two picnics, 1952 June 17  
Hobart Company visit, 1952 July 8  
New product: pre-packaged jellies and jams, 1952 July 30  
Soda fountain, 1952 October 7  
Seder supper, 1953 April 3  
Blood test, 1953 June 17  
Colored cafeteria, 1953 August 19  
Cigarette machine in Faculty Lounge, 1953 September 22  
Self-Rising Flour Institute, 1953 October 16  
Sample cigarettes, 1953 November 3  
Colored cashier and white cook, 1953 December 1  
Deranged employee for replacement, 1954 January 7  
Student cashiers raise to $1 per hour, 1954 January 26  
Price signs painted, 1954 June 22  
X-rays every six months, 1954 July 22  
Consider Tropicana orange juice, 1954 September 21  
Segregated Christmas party for employees , 1954 November 23  
Dishroom staff replaced by women, silver still bent however, 1955 January 13  
Test to 'french fry' potatoes, 1955 January 27  
Colored employees cafeteria, seating numbers, 1955 February 10  
Number of customers served in January 1955, 1955 March 1  
Campbells soup preferred over Heinz, 1955 March 29  
Catering menu and costs , 1955 April 28 |
Frozen eggs; appreciation of woman's club for decorating the dining room; Coca Cola equipment, 1955 May 3

Quality Restaurant award by Georgia Restaurant Association, 1955 May 17

Quality survey of cafeteria, 1955 May 25

First drying chemical for dishwasher; Repair pool tables; considering Lay's vending machine, 1955 July 19

Suggestion box, 1955 September 21

Special food service menu, 1955 October 27

High turnover in food service personnel, 1955 November 8

Christmas party for white employees; elderly couple problem, 1955 November 15

Dinner-Dance, 1955 December 6

Theft, lie detector tests; Survey dishwashing costs for one week in December, 1956 January 10

Removal of penny vending machines; employee burned while lighting gas oven; linen used 1954-55, 1956 February 7

Request for cigarette machine in hospital dining room; dishwasher steam damaging ceiling; food service survey results, 1956 March 6

Mystery piano resolved; plastic vegetable dish; increased food prices, 1956 February 28

Richard Gaither, "Uncle Rich" birthday cards (employee of Emory since he was 9), 1956 March 13

Dixie Crystal to put sketch of hospital on packets of sugar, 1956 April 10

Druid Hills High School Dance had behavior problems, 1956 June 8

Various accidents in kitchen prompts watching safety films; china no longer used and relocated to faculty lounge, 1956 June 19

Atlanta Tallow Company to buy waste fat, 1956 July 3

Bound Minutes, Food Service Staff Conference Minutes, 1956-1960

1956 September 10, Letter to student (plans for new facility-- future Cox Hall), 1956 September 10

Letter to student (plans for new facility-- future Cox Hall), 1956 September 10

Serving hours, 1956 September 25

Need for portion control meetings; Loss of $28.60 from Grill cash register, 1956 October 23

Death of former employee of 10 years, Riley Hand, 1956 November 6

De-tarnishing silver, 1956 November 13

Segregated Christmas parties, 1956 November 27
Student council request for hours, 1956 December 11
Student complaints about lines, Dooley's Den will open early, 1957 January 8
Hospital menu card, 1957 January 29
Georgia Fire Department and Dekalb County Fire Department training on fires;
   Valentine banquet instead of Christmas banquet was favorable; coffee and tea
taste tests, 1957 February 19
Dog named "Dammit" problem; coffee decisions, 1957 March 5
Maxwell house chosen, 1957 April 2
General Foods agreement; staff members urged to study magazine "Institutional
   Feeding and Housing", 1957 April 9
Orkin Exterminating Company, 1957 April 16
Low calorie requests, 1957 April 23
New arrangements for ice cream from George Moore; "Quickie Bay" in Den sells
t prewrapped sandwiches, 1957 April 30
Disturbances by colored employees wanting to be served while seated, 1957 May
   7
Students wish for hot food Sunday nights; fly problems in the coffee shop, 1957
   May 23
Staff concerns over bacteria count in milk from local dairies, 1957 May 28
Kosher food, 1957 June 19
Student Sunday night service; Sales tax on employee meals, 1957 August 6
Oxford served 232 students, record; 100 c.c. of flu vaccinations purchased for
   cafeteria personnel, 1957 September 10
Death of Charles Howard Candler; Asian flu vaccine given to 49 employees;
   Update on bacteria in Atlanta Dairies, 1957 October 1
New fly spray; New changes for handling cash, 1957 October 29
All employees received Kahn Blood Test Nov 12th and 13th, 1957 November 12
Segregated and mixed-race Christmas parties, 1957 December 10
Florida freeze increases costs of citrus; New dishwasher; Five colored employees
   fired and replaced after refusing to work on a holiday, 1958 January 7
All food units have had trouble with insects and rodents; Marble steps repair;
   Clinic Coffee Shop has been declared disaster area for shock victims; Colored
   employee vacation pay, 1958 January 14
Stainless steel flatware (disappearance); Multi-year graphs of food and labor
cost, 1958 January 27
Plans for Food Service Center (Cox), 1958 February 4
Doctors complain about crowded conditions in Coffee Shop; Food cost increase, 1958 February 25

Cafeteria customers and sales decrease since previous year and possible reasons why; plans to start campus barbecues, 1958 March 3

Dietary Department changes including a white dietary aide transferred to colored employees dining room, 1958 March 26

Cafeteria cutting and boning demonstration for staff; reduced hours for colored counter girl, 1958 April 22

Measles among colored employees cause absence; Parent's Day Barbecue at Oxford, 667 attended, 1958 April 29

Plans for Candler Home reviewed; Frank Winston, cook in hospital since 1946, terminated with two weeks' pay for bad leg, 1958 May 20

Study of patients' diets in hospital, 1958 June 9

Chase and Sanburn coffee taste test; Service from Orkin continues to be a problem, 1958 June 17

Suspicion of colored counter girl even though no actual evidence has been found, 1958 June 30

Chef Boy-Ar-Dee products tested and approved; problem of employees smoking on duty discussed, 1958 August 5

Chest x-rays all employees; Student boycott of cafeteria announced, 1958 September 11

Sponge rags; Dehydrated potatoes; New snack bar at Oxford successful; Student requests in Wheel, 1958 September 16

Dietary employee count; New system of serving patient trays in hospital; Student request in Wheel to change hamburger steak, 1958 October 7

Complaints continue about Columbia Bread Company; Dooly's Den has the worst employees in its history… Georgia State Distributive Education Department to teach courses for all colored employees like years ago, 1958 November 6

Switched to Colonial Bread company; Orkin still bad; Training of colored employees will happen with efforts to sell personality; 'Cutting party'; Investigated waxed cups, 1958 November 18

End of state law to take blood tests twice a year; New employees must have health card showing evidence of chest x-ray; New equipment installed during Christmas holidays and two employees let go, 1958 December 30

Anonymous letter with lots of complaints; Classes for colored employees include job attitude and responsibility, how to meet the public, and how to hold a job, 1959 January 13
Violations from inspections by Georgia Department of Public Health, Dooley's Den lavatory installed, 1959 January 28

First ten-hour course for colored employees complete; Den having trouble with new Saturday schedules and employees not showing up, 1959 February 17

Coffee shop still receiving complaints for crowd and heat; French dressing tested and ranked; 46 violations at Oxford; Long-term heated cart tested at hospital, 1959 February 21

All food units (except Oxford) approved by local and state health department for permits, 1959 March 24

Coke prices increased, 1959 April 7

Egleston Hospital opened April 20 with help of Emory employees; New pizza pies; Due to 4 Wheel articles there's a new employee in Den; President Martin allows $6,500 for Oxford improvements, 1959 May 5

Labor union problem in Atlanta, meeting of all restaurant leaders called; 260 Dixie Twirlers on campus; Plans for 'food service building' discussed, 1959 May 26

New colored restroom; Oxford will accommodate greatest number of students in its history in fall; Possibility of bottled coke machine; Maintenance of floors in new food center, 1959 July 1

Oven bought to meet Wheel student demands, 100 pizzas sold daily; Emory students hired part-time in Den to increase speed; Egleston service in the 'black, 1959 September 1

Faculty lounge and food requests; First food service for Candler home, 1959 October 6

Coffee shop needs menu limited and telephone relocated; Emory faculty dinner dance, 1959 October 27

Food service department subscribed to Consumer Bulletin; John Outler sent a memorandum for the noise caused by colored employees at night when they leave campus; Dooley's Den hard to keep presentable, 1959 November 3

Committee for new Food Service building has been appointed, 1959 November 18

115 employees received blood tests in two hours; Pillsbury Company awards cafeteria with plaque for participating in product test program; Christmas party for white employees only, 1959 December 8

Emory students paid $1/hour with a maximum of 20 hours per week in Dooley's Den, 1960 January 5

Dooley's Den to move June 3, 1960 January 19

Procedure in case of flu epidemic reviewed, 1960 January 26
1959-1960 Operating statements; Public Health Department new regulations to use detergent for dishes and not soap; Cafeteria survey results, 1960 February 23

Food service to become responsible for vending service; Ice storms caused cancellation of meals to 752 people; Moving Dooley's equipment to Cox, 1960 March 22

Salad classes at Mammy's Shanty, 1960 May 3

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<tr>
<td>1</td>
<td>3</td>
<td>Renovation, Specifications Covering the Construction of Food Service Center for Emory University, Job Number 5790 (contract 2), Robert and Company Associates, 1958 October 13</td>
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<td>Renovation, Emory Clinic, East Wing Dining Spaces, 1962</td>
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<td>Photographs, Food Services Building, compiled by Helen Jenkins (director), circa 1960s-1970s</td>
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<td>Renovation, Catalogs and Equipment Documentation, circa 1970s</td>
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<td>Renovation, Clinic Coffee Shop, 1977-1981</td>
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<td>Renovation, Clinic Coffee Shop, 1978</td>
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<td>Renovation, Clinic Cafeteria, 1979-1981</td>
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<td>Renovation, Clinic Cafeteria, 1981 January</td>
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<td>Price Book, Helen Jenkins (director), 1980-1983</td>
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<td>9</td>
<td>Manual, Personnel Code Book for Data Entry, Helen Jenkins, 1981 November</td>
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