UW Dining
Student Employee Training & Orientation Checklist

Please complete all training and orientation courses as required, filling in this checklist as you go. Once completed, turn in this form to your manager or supervisor.

<table>
<thead>
<tr>
<th>Student Employee Name</th>
<th>Work Location (Unit)</th>
<th>Manager</th>
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### General Orientation

<table>
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<tr>
<th>Date Completed</th>
<th>Trainer Initial</th>
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### Online Training

Complete all of the following training courses online. Refer to the reverse side of this checklist for full details about online training.

- Washington State Food Worker Card *(you do not have to take this course if you already have a valid permit, however you must still present us with a copy)*
  - Date Completed
  - Trainer Initial
- Present your valid Food Worker Card to UW Dining Administration *within 14 days*
- Back Safety Training
- Food Allergy Awareness Training
- “Big 3” Training *(Workplace Conduct, Use of State Resources & Customer Service)*
- HFS Employee Guide Understanding Acknowledgement
- Asbestos Awareness Training

### In-Unit Training

Complete the following training at your work location with your Manager or supervisor. If applicable, complete a Cashier and Cash Handling Training Checklist and submit it to a supervisor.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Trainer Initial</th>
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#### In-unit Training and Orientation

- Date Completed
- Trainer Initial

#### Cash and Cash Handling Training *(if applicable)*

- Date Completed
- Trainer Initial

#### Espresso Training *(if applicable)*

- Date Completed
- Trainer Initial

### Training Completion Acknowledgement

**Manager/Supervisor:**
- Employee has been given all necessary in-unit training.
- Employee will receive an evaluation within **30 days** of starting this job.

**Signature**

**Employee:**

I have completed all required online training courses and all in-unit training as required by my supervisor.

**Signature**

**Finish all training sessions, complete and return this original form to UW Dining Administration within 30 days of hire date**

**RECEIVED BY UW DINING ADMIN:**
Online Training Information

All online training is available through links on our Current Student Employees webpage: https://www.hfs.washington.edu/abouthfs/studentemployees/.

You can get here from the HFS homepage by clicking on:

About HFS → Working for HFS → Student Employment → Current Student Employees

- **Food Worker Card**

  UW Dining must have a record of you possessing a valid Washington State Food Worker Card within 14 days of your hire. If you don’t already have one, take the test online through the King County Public Health website and bring your card to UW Dining Administration. Please keep a copy of the card on you while you are working.

- **Back Safety**

  For each of these training sessions:
  1. Read the PowerPoint presentation.
  2. Take the online quiz to test your knowledge. Links to the quizzes are located at the end of each PowerPoint document.

- **Food Allergy Awareness**

- **“Big 3”**

- **HFS Employee Guide**

  1. Review the employee guide.
  2. On the final page, click on the link at the bottom of the page and follow instructions to complete the acknowledgement.

- **Asbestos Awareness**

  This training is completed online through the UW Environmental Health & Safety website. When prompted for a supervisor at the end of the training, enter “HFS Jobs” as the contact person. This ensures completion is tracked in our records. The email address is hfsjobs@uw.edu. List your box number as 355842, phone number as 206-543-5814 and employee ID as 000-000-000.

**Note:** If at any time you receive a message saying “There is a problem with this website’s security certificate,” click on “Continue to this website (not recommended)” near the bottom of the page to continue on with the training.

*Finish all trainings and return this completed form to UW Dining Administration within your first 30 days of work. Failure to do so may result in you being removed from the work schedule.*