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.

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

**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)*
- Present your valid Food Worker Card to UW Dining Administration within 14 days
- Back Safety Training
- Food Allergy Awareness Training
- Workplace Conduct Training
- HFS Employee Guide Understanding Acknowledgement
- Asbestos Awareness Training

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<tr>
<th>Date Completed</th>
<th>Trainer Initial</th>
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**In-Unit Training**
Complete the following training at your work location with your Manager or supervisor.

- Unit Tour and Orientation
- Cashier and Cash Handling Training *(if applicable)*
- Espresso Training *(if applicable)*
- New Employee Evaluation

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**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.

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

**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:

**Signature**
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. Reimbursements are available for new cards and renewals if the card is brought to UW Dining Administration in-person within 14 days of obtaining it. We can also reimburse cards obtained within 30 days prior to your start date. Please keep a copy of the card on you while you are working.

- For each of these training sessions:
- Back Safety
- Food Allergy Awareness
- Workplace Conduct
- HFS Employee Guide
- Asbestos Awareness

   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.

   For each of these training sessions:
   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.

   For each of these training sessions:
   1. 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.