

As of August 24, 2016, all dining student employee training has moved from Carmen to [BuckeyeLearn](#)

Any active student employee as of July 26, 2016 had their training completion scores transferred from Carmen to BuckeyeLearn.*

**In the event a student whose employment was terminated before July 26, 2016 is rehired in the future, the student will be required to retake training, as their completion scores were not captured in that historical data load.*

Update to Student Training Requirements:

To meet the current training needs of our student employees and to best manage training in the new learning management system the following student training structure has been approved:

Level 1 Retail	Positions	Training
Entry Level non background check	Student Assistant	Allergen
	Student Cook	Food Safety
	Student Driver	Knife Skills
	Student Server	
	Student Steward	

Level 1 Traditions	Positions	Training
Entry Level non background check	Student Assistant	Allergen
	Student Cook	Food Safety
	Student Driver	Knife Skills
	Student Server	Purple Utensils
	Student Steward	

Level 2 Retail	Positions	Training
background check requirement	Student Cashier	Allergen
	Student Bartender	Food Safety
	Student Ambassador	Knife Skills
	Student Lead	PCI Training Cashier Training

Level 2 Traditions	Positions	Training
background check requirement	Student Cashier	Allergen
	Student Bartender	Food Safety
	Student Ambassador	Knife Skills
	Student Lead	Purple Utensils PCI Training Cashier Training

Level 3 Retail	Positions	Training
background check requirement	Student Manager	Allergen
	Student Admin Assistant	Food Safety
Leadership Position		Knife Skills
		PCI Training
		Cashier Training
		Protecting Institutional Data

Level 3 Traditions	Positions	Training
background check requirement	Student Manager	Allergen
	Student Admin Assistant	Food Safety
Leadership Position		Knife Skills
		Purple Utensils
		PCI Training
		Cashier Training Protecting Institutional Data

Note: Retail Training to be assigned to students employed at Retail locations, University Catering, CPK and Dining Admin.

Assigning Training to Students:

Upon hire* or promotion, Managers will send student applicable training curriculum (Level 1, 2, or 3) via Email. ***IMPORTANT: Email should be sent no earlier than the official START DATE assigned by SLHR. Students are paid for training therefore needs to be active in system before training is assigned.**

Email templates will be provided to you that include:

- Drop down boxes to identify
 - Position
 - Location
 - Due Date (**30** days from date assigned)
- Overview of training topics required
- Embedded link to specific training in buckeye learn
- Expectations of student to either (a) arrange time with management to take training in unit on the clock or (b) responsible to record date, start and end time for each training to submit to management for entry and approval into timekeeping.

Introduction to Buckeye Learn:

If needed, there is a training to orient student staff with the BuckeyeLearn system. Students can search for “Introduction to BuckeyeLearn” and request training.

The screenshot shows the 'Training Details' page for the course 'Introduction to BuckeyeLearn'. It includes a course icon, title, and duration (17 minutes). There are 'Request' and 'Assign' buttons. Below the buttons is a description of the course content. At the bottom, it lists 'Available Languages' as English (US) and 'Subjects' as Applications and Software > BuckeyeLearn.

Pop Up Blocker Note:

To access the training curriculum, staff may need to adjust pop up blocker settings to allow the curriculum and or training to launch.

Completion Reports:

The following individuals can pull completion reports at any time.

1 Designated Assistant Manager and the Operations Manager can pull custom reports of all student staff training

- Curriculum Summary
- ALL training Summary
- Protecting Inst. Data Curriculum (Level 3 only)

Dining Admin Access:

- Rachel Stefancic (Program Coordinator)
- SLHR Learning and Development Manager

Level 1 v6 Retail Training Details:

Knife Skills

- Knife Skills Module**
(Use the Firefox browser, if training doesn't load properly) This online training takes 45-60 minutes to complete, and is intended as an introduction to knife safety, knife equipment, and cutting techniques. Training concludes with a quick assessment that requires a passing score of 80% or higher... read more
- Knife Skills In-Person Class**
This is a 60 minute Chef instructor-led class that allows staff to gain and demonstrate knife safety practices while producing common culinary cuts that will be used in Dining Services operations. *Knife Skills Module is an online course that serves as a prerequisite for this class, and must be completed prior to attending this in-person class.

Food Handling

- Food Allergens 101**
Food allergen knowledge and safety practices are essential for creating a safe and inclusive experience for students and our campus community. This 60 minute online course will prepare employees in identifying the 8 most common allergens, while educating employees in the practice of the 5 steps in a... read more

Food Safety

- Introduction to Food Safety**
This is a 10 min online training that introduces safe food handling expectations while addressing the potential risks and consequences of unsafe practices. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
- Food Safety: Clean**
This is a 15 min online training that details proper cleaning expectation for food production surfaces, food storage and food handler personal hygiene. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
- Food Safety: Separate**
This is a 10 min online training that covers the importance of keeping raw food away from ready to eat food. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
- Food Safety: Cook**
This is a 10 min online training that explores how cooking food to the correct temperature prevents foodborne illness, along with proper thermometer, hot holding and discarding expectations. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
- Food Safety: Chill**
This is a 10 min online training that details proper cooling and cold food storage procedures. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
- Food Safety: Responsibility of the Food Handler**
This is a 10 min online training that covers how food handlers prevent the spread of foodborne illness through proper storage, corrective actions, personal hygiene and wellness, and comprehensive reporting protocol. If you have difficulty accessing any portions of this content with adaptive technology... read more
- Dining Services Food Safety Assessment**
This is a 20 question assessment on the content covered in the "Food Safety Portal" training. Successful completion of this training requires a score of 80% or higher. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538.

Additional Notes:

Knife Skills Training:

- Two part training that requires successful completion of online module and in person knife skills class.
- Sign up for the in person knife class requires successful completion of online module first.
- Once student successfully attends in person class, the chef instructor will document completion through a class roster submission in BuckeyeLearn

Food Allergen Safety:











- Quiz Scores will be recorded directly in Buckeyelearn

Food Safety:





- Series of 6 Online Modules
- The student will complete 20 questions assessment in BuckeyeLearn on the content covered in the "Food Safety Portal" training. A score of 80% or higher is required for successful completion of the food safety training.



Level 2 v7 Retail Training Details:

- **Knife Skills**
 -  **Knife Skills Module**
(Use the FireFox browser, if training doesn't load properly) This online training takes 45-60 minutes to complete, and is intended as an introduction to knife safety, knife equipment, and cutting techniques. Training concludes with a quick assessment that requires a passing score of 80% of higher... [read more](#)
 -  **Knife Skills In-Person Class**
This is a 60 minute Chefinstructor-led class that allows staff to gain and demonstrate knife safetypractices while producing common culinary cuts that will be used in DiningServices operations. *Knife Skills Module is an online course that serves as aprerequisite for this class, and must be completed prior to attending thisin-person class.
- **Food Handling**
 -  **Food Allergens 101**
Food allergen knowledge and safety practices are essential for creating a safe and inclusive experience for students and our campus community. This 60 minute online course will prepare employees in identifying the 8 most common allergens, while educating employees in the practice of the 5 steps in a... [read more](#)
- **Food Safety**
 -  **Introduction to Food Safety**
This is a 10 min online training that introduces safe food handling expectations while addressing the potential risks and consequences of unsafe practices. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Clean**
This is a 15 min online training that details proper cleaning expectation for food production surfaces, food storage and food handler personal hygiene. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Separate**
This is a 10 min online training that covers the importance of keeping raw food away from ready to eat food. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Cook**
This is a 15 min online training that explores how cooking food to the correct temperature prevents foodborne illness, along with proper thermometer, hot holding and discarding expectations. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Chill**
This is a 10 min online training that details proper cooling and cold food storage procedures. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Responsibility of the Food Handler**
This is a 10 min online training that covers how food handlers prevent the spread of foodborne illness through proper storage, corrective actions, personal hygiene and wellness, and comprehensive reporting protocol. If you have difficulty accessing any portions of this content with adaptive technolo... [read more](#)
 -  **Dining Services Food Safety Assessment**
This is a 20 question assessment on the content covered in the "Food Safety Portal" training. Successful completion of this training requires a score of 80% or higher. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538.

• **Payment and Cash Handling**

-  **Payment Card Industry (PCI)**
This 22-minute eLearning is an annual compliance training for all individuals who accept payments via payment cards on behalf of the university. An accessible transcript is available via your BuckeyeLearn transcript. If you encounter any issues with assistive technology or if you experience any diff...
[read more](#)
-  **Cash @ OSU: Understanding Your Role**
This material reviews the expectations surrounding petty cash and change funds, check acceptance, fraud prevention, deposits, credit card handling, and deposit guidelines. If you have difficulty accessing any portions of this content with adaptive technology, please contact Casey Rinehart at SLHR-Learning@osu.edu or 614-292-2431
-  **Cashier Deposit Training**
This online course covers practices and procedures for employees handling cash within the Office of Student Life. This course contains a quick 8 minute video followed by a quiz. You must earn an 80% or higher on the quiz to pass this course. If you have difficulty accessing any portions of this...
[read more](#)
-  **Dining Services Cash Handling Assessment**
This is a 10 question assessment on the content covered in the "Practical Cash Handling" and "Cash@ OSU: Understanding Your Role" materials. Successful completion of this training requires a score of 80% or higher.

Additional Notes:

Level 1 Training (see pg 3) + Payment and Cash Handling Training

Payment Card Industry (PCI):

- Not a Dining Services owned training.
- Is a compliancy requirement of the OSU.











Practical Cash Handling and Cash @ OSU: Understanding Your Role:


- Power points written by the Office of Student Life Fiscal Support Services for all cash handling staff


Cashier Deposit Training


- Quiz over content covered in power point and Cashier Deposit Training


Level 3 v5 Retail Training Details:

- **Knife Skills**
 -  **Knife Skills Module**
(Use the FireFox browser, if training doesn't load properly) This online training takes 45-60 minutes to complete, and is intended as an introduction to knife safety, knife equipment, and cutting techniques. Training concludes with a quick assessment that requires a passing score of 80% of higher... [read more](#)
 -  **Knife Skills In-Person Class**
This is a 60 minute Chefinstructor-led class that allows staff to gain and demonstrate knife safetypractices while producing common culinary cuts that will be used in DiningServices operations. *Knife Skills Module is an online course that serves as aprerequisite for this class, and must be completed prior to attending thisin-person class.
- **Food Handling**
 -  **Food Allergens 101**
Food allergen knowledge and safety practices are essential for creating a safe and inclusive experience for students and our campus community. This 60 minute online course will prepare employees in identifying the 8 most common allergens, while educating employees in the practice of the 5 steps in a... [read more](#)
- **Food Safety**
 -  **Introduction to Food Safety**
This is a 10 min online training that introduces safe food handling expectations while addressing the potential risks and consequences of unsafe practices. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Clean**
This is a 15 min online training that details proper cleaning expectation for food production surfaces, food storage and food handler personal hygiene. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Separate**
This is a 10 min online training that covers the importance of keeping raw food away from ready to eat food. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Cook**
This is a 15 min online training that explores how cooking food to the correct temperature prevents foodborne illness, along with proper thermometer, hot holding and discarding expectations. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Chill**
This is a 10 min online training that details proper cooling and cold food storage procedures. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538
 -  **Food Safety: Responsibility of the Food Handler**
This is a 10 min online training that covers how food handlers prevent the spread of foodborne illness through proper storage, corrective actions, personal hygiene and wellness, and comprehensive reporting protocol. If you have difficulty accessing any portions of this content with adaptive technolo... [read more](#)
 -  **Dining Services Food Safety Assessment**
This is a 20 question assessment on the content covered in the "Food Safety Portal" training. Successful completion of this training requires a score of 80% or higher. If you have difficulty accessing any portions of this content with adaptive technology, please contact Rachel Stefancic at stefancic.4@osu.edu or 614-292-2538.

- **Payment and Cash Handling**
 -  **Payment Card Industry (PCI)**


This 22-minute eLearning is an annual compliance training for all individuals who accept payments via payment cards on behalf of the university. An accessible transcript is available via your BuckeyeLearn transcript. If you encounter any issues with assistive technology or if you experience any diff... read more
 -  **Cash @ OSU: Understanding Your Role**


This material reviews the expectations surrounding petty cash and change funds, check acceptance, fraud prevention, deposits, credit card handling, and deposit guidelines. If you have difficulty accessing any portions of this content with adaptive technology, please contact Casey Rinehart at SLHR-Learning@osu.edu or 614-292-2431
 -  **Cashier Deposit Training**


This online course covers practices and procedures for employees handling cash within the Office of Student Life. This course contains a quick 8 minute video followed by a quiz. You must earn an 80% or higher on the quiz to pass this course. If you have difficulty accessing any portions of this... read more
 -  **Dining Services Cash Handling Assessment**

This is a 10 question assessment on the content covered in the "Practical Cash Handling" and "Cash@ OSU: Understanding Your Role" materials. Successful completion of this training requires a score of 80% or higher.

Curriculum

-  **Protecting Institutional Data**

In the course of your work for The Ohio State University, you will be given access to many types of information about university business and research. This 25-minute course will describe your role and responsibilities in preserving security and confidentiality while sharing and storing this informa... read more
-  **Protecting Institutional Data Assessment [PY4]**

The assessment quizzes you on the information in the Protecting Institutional Data course. The assessment is made up of 20 randomly chosen questions. You must pass with a score of 75%. You will have unlimited attempts to pass the assessment. You will need these three documents while you take the... read more
-  **Institutional Data Usage and Confidentiality Agreement [PY4]**

You are required to read and accept the Institutional Data Usage and Confidentiality Agreement to complete the Protecting Institutional Data curriculum.

Additional Notes:

Level 1 Training (see pg 3) + Payment and Cash Handling Training with Cashier Deposit Manager Training (see pg 6) + Protecting Instructional Data Curriculum*

Food Safety:

- Student Managers and Student Admins will be required to retake this training every 2 years

*Upon activating the Dining Level Three Retail Training Curriculum, student will be automatically be enrolled into the University's "Protecting Institutional Data Training". Students can locate this additional training in their transcript after approximately 24 hours of activating the Dining Curriculum. Student will also receive an email from BuckeyeLearn informing enrollment into Protecting Institutional Data Training.