

The University of Kentucky, founded in 1865 as a land-grant institution, has grown from 190 students and 10 professors to a campus that now covers more than 716 acres and is home to over 26,000 students and nearly 11,000 employees. Located adjacent to downtown Lexington, UK, is nestled in the scenic heart of the unique Bluegrass region of Kentucky. Recently ranked as one of the safest, the most creative, and the brainiest cities in the nation, Lexington is an ideal location to experience the work-life balance that the University strives to provide to its employees. **See for yourself what makes UK One Great Place to Work!**

Training Coordinator – SD521572
University Of Kentucky Dining Services

The goals of Dining Services are to offer more flexibility, value, variety and convenience to our customers and to provide a quality product and offer the best possible environment in which students, staff and faculty can live, learn and work. These goals are only achievable when we have a well trained staff who understands the complexities of creating a world class dining operation.

This position will be completely new. Historically, training has always been a collaborative effort, driven mainly by the collective management staff of Dining Services. The individual in this position would be solely responsible for developing and implementing a comprehensive training program for all levels of staff within Dining Services. The training program will encompass components such as new employee training, specific national franchise training, training on current OSHA standards, specific Human Resources related training topics, and unit-specific training issues. This position would also work with the Office of Emergency Management to develop and coordinate a Dining Services Crisis Management Plan.

Specific duties will include:

- Plan and coordinate training workshops.
- Present training programs in a creative and interesting manner to all employees.
- Facilitate all formal training sessions including securing all locations, equipment, etc.
- Develop and implement a tracking system to accurately record training received by employees.
- Coordinate professional development courses and workplace skills courses offered through Human Resources.
- Coordinate new employee orientation.
- Develop relationships with academic departments that might supply interns for Dining Services.
- Provide training for ACUHO/I, NACUFS, and any other external group's interns as requested.
- Provide management coverage in Dining Services units as necessary.
- Provide a positive learning experience for the campus community and external groups by coordinating their activities with management, direct instruction and guidance.
- Work with the Office of Emergency Management to develop and coordinate a Dining Services Crisis Management Plan.
- Work with the marketing department to develop training materials.
- Build technical assistance library including videos, books, and web seminars.
- Seek out and recommend seminar speakers for Dining Services.
- Develop and implement a strategic training plan for Dining Services.
- Research and keep current with safety and sanitation, customer service, and other food service issues for ongoing training.
- Research and coordinate external training opportunities -- specialized skill sets and general professional development such as NACUFS conferences and institutes.
- Read publications, attend seminars, network with food service professionals in order to stay up-to-date.

To apply for job #SD521572, a UK Online Application must be submitted at www.uky.edu/HR/ukjobs. If you have any questions, contact HR/Employment, phone (859) 257-9555 press 2 or email ukjobs@email.uky.edu. Application deadline is May 18, 2008 but may be extended. The University of Kentucky is an equal opportunity employer and encourages applications from minorities and women.