

FRANCIS TUTTLE



Part-time Personnel Job Description

Job Title: Part-Time Front Server
Department: Trade & Industrial/Culinary Arts
Reports Directly To: Culinary Arts Director

Date: August 20, 2025
Prepared By: Denton Blevins

Position Closing Date: Open Until Filled

Hourly Wage: \$13.50/hr.

☐ Exempt ☐ Certified
☒ Non-Exempt ☐ Grant Funded

Primary Function: Responsible for providing friendly, responsive and excellent customer service to the guests of District 21, Francis Tuttle's in-house restaurant.

Embrace the Francis Tuttle culture as reflected in the Mission and Vision statements, and continually portray the Core Values: Service, Trust, Aspiration, Responsibility, and Respect.

Essential Job Functions:

1. Provides support to the Chef
2. Welcomes and greets guests after they have been seated.
3. Informs guests of the specials and other menu items.
4. Takes guests orders and delivers food and beverages to guest in timely manner.
5. Prepares final bill and follows through with related cashier duties.
6. Polishes glassware, plate and silver ware as well as maintains the organization of these items.
7. Maintains orderly server stations and completes assigned side work.
8. Assists in other areas as needed.
9. Participates in professional growth activities such as conferences and in-service meetings.
10. Works collaboratively as an effective member of the team.
11. Maintains professional competence.
12. Ability to be present on the job as described under working conditions and contract details.
13. Other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or GED preferred but not required.
- Minimum of two (2) years recent experience directly related to the responsibilities of a front server in a casual and/or high-end foodservice establishment preferred.
- Experience with Micros is preferred.
- Must have excellent customer service skills.

Working Conditions:

Long periods of standing. Ability to lift 20 pounds (50 pounds with assistance). Low-level machine noise is encountered the majority of every day. Works with sharp knives, hot stoves, and standard restaurant equipment. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

Organizational Relationship:

Part-time, personnel position reports directly to Culinary Arts Director who is responsible for supervision.

Contract Details:

Twelve-month contract subject to annual renewal. Working Tuesday – Friday afternoon/evening hours not to exceed 9.5 hours per week. At the end of July/first of August, when evening classes are not in session for D21 Restaurant instruction, other duties may be assigned to include daytime working hours opportunity.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4625

Only persons of interest will be contacted.

Position open until filled.

Disclaimer:

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. This information is not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified."

Equal Opportunity E-Verify Employer