

FRANCISTUTTLE

Part-Time Personnel Job Description

Job Title: Part-Time Food Service Technician

Date: August 22, 2025

Department: Danforth Campus

Prepared By: Stephanie Cuellar

Reports Directly To: Instructional Director, Danforth Campus

Position Closing Date: Open Until Filled

Hourly Wage: \$13.50/hr

☐ Exempt

☐ Certified

☒ Non-Exempt

☐ Grant Funded

Primary Function of Position:

Provides support to our food service teams and leadership and provide exceptional customer service. Assist with the preparation, set-up, and service of meals and items for break. Provides assistance with sanitation, including dishwashing and overall restaurant cleanliness. This position will assist with clerical duties and support for the Kitchen Manager in essential job functions as needed.

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

Essential Job Functions:

1. Performs food preparation duties as may be assigned.
2. Sets up the snack areas, beverage areas, and display cases.
3. Performs cashier duties and provides exceptional customer service during service periods and breaks.
4. Responsible for the general cleanliness and sanitation of the work area(s) and assists with the general cleanliness and sanitation of the kitchen including dishwashing when necessary.
5. Assists with the inventory of food and non-food supplies.
6. Assists with the check-in of weekly deliveries and storage.
7. Assists with the monthly inventory records.
8. Participates in professional growth activities such as in-service meetings, staff development training and industry required certification as required.
9. Works collaboratively as an effective member of the team.
10. Ability to be present on the job as described under working conditions and contract details.
11. Performs other duties as assigned.

Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Related experience in full-service restaurants preferred.
- Completion of a culinary arts training program will count as experience.
- Ability to work independently, as well as with supervision and direction.
- Must be reliable, self-motivated, organized and have a desire to be part of a team.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.

Working Conditions:

Long periods of standing, ability to lift 25 lbs.; occasionally up to 50 pounds with assistance, low-level machine noise is encountered the majority of every day. Work with sharp knives and around hot stoves and other standard equipment will be encountered on a daily basis. 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 the office of the Instructional Director of Danforth Campus and is supervised by the Kitchen Manager in the Danforth Cafe.

Contract Details:

Twelve-month contract subject to annual renewal. Working days and hours are Monday through Friday, 7:30 a.m. – 1:30 p.m. working a minimum of 20 hours per week, not to exceed 29 hours per week.

Contact:

Human Resources
12777 N. Rockwell Avenue
Oklahoma City, Oklahoma 73142
(405) 717-4944

Only persons of interest will be contacted.

Position is 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.”

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