

# FRANCIS TUTTLE

## Part-Time Personnel Job Description

**Job Title:** Part-Time Food Service Technician      **Date:** February 20, 2026  
**Department:** Culinary Operations/Reno Campus      **Prepared By:** Christina Ward  
**Reports Directly To:** Instructional Director, Reno 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 by delivering exceptional customer service and assisting with the preparation, setup, and service of meals and break items. Helps maintain sanitation standards through dishwashing and ensuring overall cleanliness of the restaurant. Additionally, this position offers clerical support and assists the Kitchen Manager with 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 Reno Campus Instructional Director and is supervised by the Kitchen Manager/Chef of Culinary in the Reno Cafe.

**Contract Details:**

Twelve-month contract subject to annual renewal. Working days and hours are Monday through Friday, 9:30 am-3:00 pm working a minimum of 20 hours per week, not to exceed 29 hours per week.

Francis Tuttle offers part-time employees, hired by the board of education in a regular, ongoing part-time position working a minimum of 20 hours per week, health and dental options covered at 50%, accrued paid time off for sick leave/school closure periods, and 100% pension contribution into the Oklahoma Teachers Retirement System.

**Contact:**

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

Only persons of interest will be contacted.

**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