



## Full-Time Personnel Job Description

**Job Title:** Lead Cashier (Cravings & Tut's)

**Date:** February 3, 2025

**Department:** Culinary Operations

**Prepared By:** Kenneth Wagoner

**Reports Directly To:** Executive Chef of Culinary Operations

**Position Closing Date:** Position open until filled

**Job Group:** E

**Salary Range:** \*\$27,559 -\*\*\$34,153

Exempt

Certified

Non-Exempt

Grant Funded

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### Primary Function of Position:

Provides cashier duties and exceptional customer service in Tut's and Cravings locations. This individual will also assist with the preparation, set-up, and service of meals and break items, and assist with clerical duties as needed. This position requires strong organizational and management skills to ensure that items are stocked and maintained on a daily basis.

*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 cashier duties and provides exceptional customer service during service periods and breaks.
2. Performs duties associated with handling the cash drawer at the end of each shift.
3. Sets up the snack areas, beverage areas, and display cases in Cravings.
4. Performs other food preparation duties as may be assigned.
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. Responsible for the general cleanliness and sanitation of the assigned work area(s) and assists with the general cleanliness and sanitation of the kitchen.
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 and professional appearance.
12. Supports District 21 as needed.
13. Ability to be present on the job as described under work conditions and contract details.
14. Assists in training newly hired Food Service Technicians and other team members.
15. Assists with Café Service Manager duties in the event of their absence.
16. Other duties as assigned.

### Knowledge, Skills, and Abilities:

- High school diploma or equivalent required.
- Experience with a POS system highly preferred.
- Three to five years of restaurant/front of the house experience highly preferred.
- Ability to work independently with limited supervision and direction.
- Ability and desire to maintain/manage an efficient, well organized product spaces.
- Ability to excel in a fast paced work environment by prioritizing tasks.

- Exceptional verbal and written communication skills.
- Proficiency using a computer for email and keying reports.
- Ability to consistently deliver superior customer service and work quality to internal and external customers.
- Strong flexibility, time management, and organizational skills.
- Anticipate needs, be resourceful and have ability to build strong employee partnerships within the organization.

**Working Conditions:**

Long periods of standing, ability to lift 25 lbs. Low-level machine noise is encountered the majority of every day. Concentrated visual effort is required. Extensive communication with internal and external customers. Reliable, dependable and punctual attendance. This is not an exhaustive list and reasonable accommodations will be made as needed.

**Organizational Relationship:**

Full-time, non-exempt personnel position reports directly to the Café Service Manager and Executive Chef of Culinary Operations.

**Contract Details:**

Twelve month contract subject to annual renewal. Working day and hours are Monday through Friday, 7:30 am- 4:00 pm. Hours subject to change as needed.

**Benefits:**

Francis Tuttle offers a comprehensive benefit package for full-time employment to include paid health and dental insurance, monthly supplemental benefit compensation of \$465, employee leave plan with family friendly work calendar and 100% contribution into Oklahoma Teachers Retirement System. The district will match up to 2% of monthly, base salary with a 403b or 457 retirement plan (base salary does not include stipends or extra duty).

\* *Starting salary represents individuals who are in early stages of career, newer to the role, working toward increasing proficiency.*

\*\* *This range represents individuals who are fully experienced and qualified, demonstrate sustained performance for a period of time and exhibit full proficiency in all aspects of their role.*

**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