



Federal Contracts



DRTC.ORG

EMPLOYMENT GUIDE
EMPLOYMENT GUIDE

From the Director/CEO

At DRTC, we want to know what is keeping you or someone you know from reaching an employment goal. It can be that you need additional support, specialized training, to build work experience for a resume, or simply the opportunity to prove your skills. If that's true, it's possible DRTC could be the right start for you.

We provide professional, on-the-job training and support. If you have a disability or a limiting condition such as a significant learning disability, hard of hearing, anxiety disorder, clinical depression, intellectual disability, or Aspergers*, DRTC could be the resource you've been looking for. Many of our positions are specifically for people who experience barriers to employment.

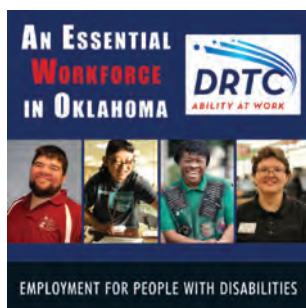
We want to see you reach your job goals. At least give us a call and find out how you might begin your journey; for either, the first time after graduation, or after you've met with a few roadblocks.

Everyone needs a place to make a successful start in employment and DRTC 'is a great place to be from.'

*to provide only a few examples.



Deborah Copeland,
M.Ed.
Executive Director



Derek's Story

In 1992, a young, single father of two small sons was in a precarious situation. Like most parents, he needed a job so he could support his children. The hitch? Derek



Derek Burton

Burton has limitations which affect his mobility and ability to stand. But not his spirit or determination.

That was until one day when his vocational rehabilitation counselor told him about a cashier position for a new Food Service contract set aside for DRTC on Tinker Air Force Base through the AbilityOne Program. This created a confluence of circumstances which led to the impossible becoming possible for a man whose biggest dream was to be able to send his sons to college.

DRTC: PROVIDING EMPLOYMENT SINCE 1953

DRTC (aka Dale Rogers Training Center) is a private nonprofit that specializes in employment serving the Oklahoma City metro and surrounding areas. DRTC provides job training, placement services, and direct employment for nearly 1,000 people per year; approximately 800 of those people have a disability or limiting condition.

In 2020-2021, people with disabilities in all DRTC programs and employment earned \$5.3 million in wages as an essential workforce in Oklahoma.



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Tinker AFB, FAA Mike Monroney Aeronautical Center, Downtown OKC Federal Office Buildings

Custodians are a critical part of the federal government's infrastructure and are essential in providing a safe and healthy workplace. The Custodian position is responsible for ensuring these federal facilities function and look their very best.



Custodian

Hours

Full-time/Part-time schedules available
Morning/Afternoon/Evening shifts available

Pay & Benefits

waiting period applies*

Hourly Wage \$16.20

- Sick/Personal Leave
- Paid Holidays
- Paid Vacation - Two (2) weeks paid vacation after 1 year of service.
- Health Insurance - No cost for full-time/part-time employees

Qualifications Summary**

Janitorial experience is not required. Must be 18 years old or older. Background checks are required to enter work site/facility and other employment screenings may be necessary as required by the agency.

Must be able to work independently or with a small team. Physical requirements for the job include, but are not limited to, standing for the full shift, lifting up to 50 lbs and able to carry up to 100 ft.

Employees at Tinker AFB and FAA must be able to meet the DRTC transportation service at the main gate to work their assigned schedule. No referral needed.

* Criteria will apply

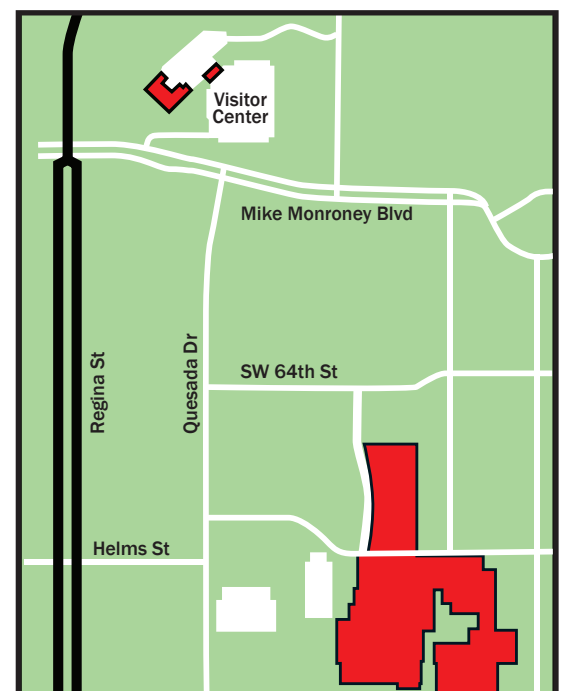
** See full job description for complete list of requirements and/or qualifications.

Career Advancement Opportunities

Career Opportunities include the Janitor to Lead Program for career advancement. ([See page 4](#))

The Custodial position is a great way to build work skills, develop an employment history, demonstrate work ethics, and increase confidence in meeting personal employment goals. These skills are beneficial for any future employment opportunities.

See all location maps on pages 4, 5 & 12



FAA Mike Monroney Aeronautical Center



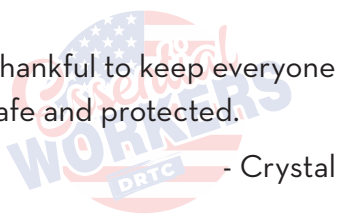
Tinker AFB, FAA Mike Monroney Aeronautical Center, Downtown OKC Federal Office Buildings

Strong teams are the key to success at our custodial contracts. Leads are responsible for leading individual crews and Supervisors multiple teams. DRTC is always looking for strong team leaders who are capable of managing staff while monitoring products and materials.

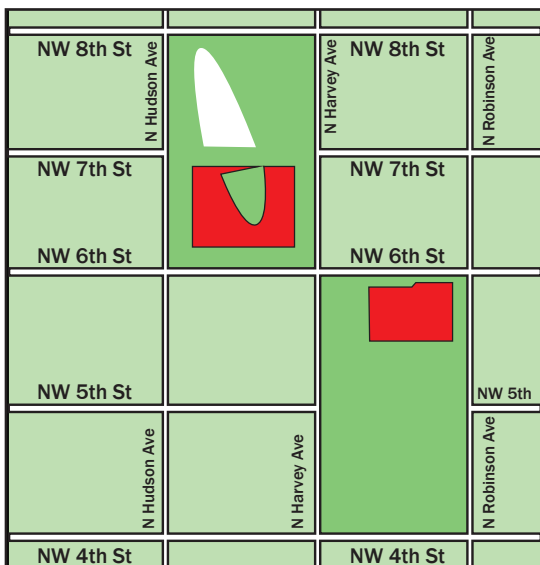
Career Advancement Opportunities

The Janitor to Lead and to Supervisor Programs were created to provide an opportunity for staff to learn new skills. The skills obtained prepare them for promotion. This program is designed to allow people to learn new skills at their pace. After completing the program, the employee may continue in the program or remain in their position.

Thankful to keep everyone safe and protected.



- Crystal



Downtown OKC Federal Office Buildings

Lead and Supervisor

Hours

Full-time/Part-time schedules available
Morning/Afternoon/Evening shifts available

Pay & Benefits

waiting period applies*

Hourly Wage \$17.00 - \$21.00

- Sick/Personal Leave
- Paid Holidays
- Paid Vacation - Two (2) weeks paid vacation after 1 year of service.
- Health Insurance - No cost for full-time/part-time employees

Qualifications Summary**

Qualifications for Lead and Supervisor include 1-2 years experience in custodial work and previous supervisory experience is preferred.

Regular shifts, job advancement opportunities, and outstanding benefits are just part of the opportunity as an employee of our professional, CIMS certified, custodial services. If you have experience with leading a team, contact us today to find out about this great career opportunity supporting federal customers as part of Oklahoma's critical infrastructure.

* Criteria will apply

** See full job description for complete list of requirements and/or qualifications.

Tinker Air Force Base

DRTC supports military personnel year-round at the Vanwey Dining Facility located on Tinker AFB. Food Service Workers have an opportunity to help prepare nutritious meals with top-quality service in a highly professional work environment. Also part of the federal government's infrastructure, Food Service Workers are essential for supporting our military customers.



Food Service Worker

Hours

Full-time/Part-time schedules available
Morning/Afternoon/Evening shifts available

Pay & Benefits

waiting period applies*

Hourly Wage \$16.20 depending on experience

- Sick/Personal Leave
- Paid Holidays
- Paid Vacation - Two (2) weeks paid vacation after 1 year of service.
- Health Insurance - No cost for full-time/part-time employees

Career Advancement Opportunities

Career opportunities include the Food Service Worker to Jr Cook Program for career advancement. ([See page 6](#))

The Food Service Worker position is a great way to build work skills, develop an employment history, demonstrate work ethics, and increase confidence in meeting personal employment goals. These skills are beneficial for any future employment opportunities in the food service or hospitality industry.

Qualifications Summary**

Experience in food service or the completion of a certified training program is preferred, but not required. Must be 18 years old or older. Background checks are required to enter work site/facility and other employment screenings may be necessary as required by the agency.

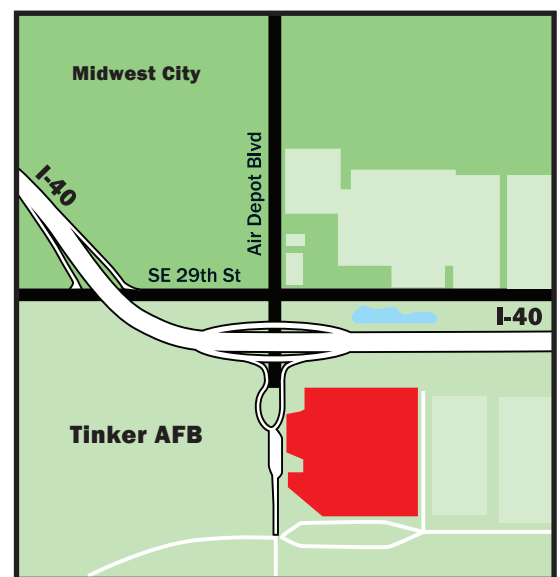
Physical requirements for the job include, but are not limited to, standing for the full shift, lifting up to 50 lbs and able to carry up to 100 ft.

Employees at Tinker AFB must be able to meet the DRTC transportation service at the main gate to work their assigned schedule. No referral needed.

* Criteria will apply.

** See full job description for complete list of requirements and/or qualifications.

DRTC is an EEO/AA/Vet/Disability Employer



Tinker Air Force Base



Career Advancement Opportunities

The Jr Cook position is a great way to build professional culinary and hospitality work skills, develop an employment history, demonstrate work ethics, and increase confidence in meeting personal employment goals. These skills are beneficial for any future employment opportunities in the food service or hospitality industry.

The Jr. Cook to Sr. Cook Program was created to provide an opportunity for the staff to learn new skills.

I like to serve my customers and they appreciate my good work.

- Robert



Tinker Air Force Base

DRTC supports military personnel year-round at the Vanwey Dining Facility located on Tinker AFB. Jr. Cooks have an opportunity to assist in the preparation for full food service meals with a highly professional culinary team. Also part of the federal government's infrastructure, Jr Cooks are essential for supporting our military customers.

Jr. Cook

Hours

Full-time/Part-time schedules available

Morning/Afternoon/Evening shifts available

Pay & Benefits

waiting period applies*

Hourly Wage \$16.20

- Sick/Personal Leave
- Paid Holidays
- Paid Vacation - Two (2) weeks paid vacation after 1 year of service.
- Health Insurance - No cost for full-time/part-time employees

Qualifications Summary**

At least 2 years of experience in food service or the completion of a certified training program is preferred. Must be 18 years old or older. Background checks are required to enter work site/facility and other employment screenings may be necessary as required by the agency.

Must be able to assist Sr Cook in preparation of food items and responsible for standard cleaning practices in food service. Physical requirements for the job include, but are not limited to, standing for the full shift, lifting up to 50 lbs and able to carry up to 100 ft.

Employees at Tinker AFB must be able to meet the DRTC transportation service at the main gate to work their assigned schedule.

* Criteria will apply.

** See full job description for complete list of requirements and/or qualifications.

Tinker Air Force Base

DRTC supports military personnel year-round at the Vanwey Dining Facility located on Tinker AFB. The mission here at Vanwey Dining seeks to provide nutritional meals while also supporting military readiness.

The Sr. Cook brings their knowledge and experience to oversee all daily meal preparation, including breakfast, lunch, and dinner service. The USAF constructs all recipes which consist of region-specific items combined with an international flair. Over the past two years, the focus has been to bring Vanwey's kitchen and prep areas into the 21st century with the purchase and installation of state of the art equipment. The purchase of all new Rational® Combi ovens, fryers, and grill area are a few of the current upgrades. Experienced leadership and training are requirements to take your career to the next level. The current Lead Sr. Cook, combined with management, make up more than 75 yrs. of industry experience.



Sr. Cook

Hours

Full-time/Part-time schedules available
Morning/Afternoon/Evening shifts available

Pay & Benefits

waiting period applies*

Hourly Wage \$17-18

- Sick/Personal Leave
- Paid Holidays
- Paid Vacation - Two (2) weeks paid vacation after 1 year of service.
- Health Insurance - No cost for full-time/part-time employees

Qualifications Summary**

At least five years of experience in food service or the completion of a certified training program is preferred. Must be 18 years old or older. Background checks are required to enter work site/facility and other employment screenings may be necessary as required by the agency.

Physical requirements for the job include, but are not limited to, standing for the full shift, lifting up to 50 lbs and able to carry up to 100 feet.

Employees at Tinker AFB must be able to meet the DRTC transportation service at the main gate to work their assigned schedule.

* Criteria will apply.

** See full job description for complete list of requirements and/or qualifications.

Career Advancement Opportunities

The goal of every cook is to become an executive chef or one day own their own business. The training received at Vanwey advances culinary experience and exposes the Sr. Cook to the business side of restaurant operations. Management at Vanwey also provides training in leadership/management philosophies, business ethics, mediation and conflict resolution, scheduling, menu planning, purchasing, and production. The skills taught at Vanwey provide a foundation for multiple positions in the restaurant industry, including Executive Chef, General Manager, Regional Manager, and owner/operator ventures.

"The atmosphere at Vanwey strives to provide a successful learning environment for those who wish to come on board. The goal is simple, to provide training, professional experience, and personal growth to each employee"

– Jason Lee, MA
Contract Manager
Vanwey Dining



PROVIDING TRAINING, PROFESSIONAL EXPERIENCE AND PERSONAL GROWTH

Professional training is necessary to:

- **Consistently Meet Industry and Agency Standards**
- **Build Individual Skills**
- **Increase Job Satisfaction**
- **Increase Employee Motivation and Retention**

Love working for DRTC and be able to support myself and help others.

- Susan

Working through the entire pandemic to help others be safe.

- Taylor

Love working for DRTC and being safe and helping others.

- Employee

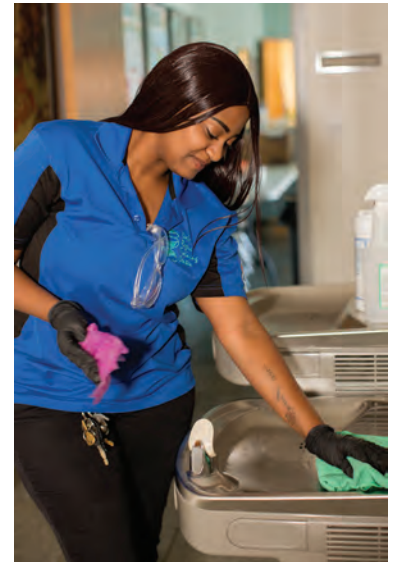
Custodial Training Programs

New employees are given extensive training in technical skills, safety standards, and security. Each employee completes training before starting hands-on work. The contract cleaning standards are clearly defined and outlined in the numerous task trainings.

The goal of the program is to equip the employee with an understanding of the work environment and the ability to complete assigned tasks to specific cleaning standards.

The training methods are designed to address various learning styles and use pictorial checklists, color-coding, and other accommodations for comprehending the material. The pace of training also adjusts to accommodate the speed of the employee's processing and learning.

The training program is continually evaluated and updated with the most current methodology. The process overall encourages co-worker and team bonding. Sessions are interactive and informative.



Food Service Training Programs

New employee training provided for the first week of work includes hard-skills, safety, and policy instruction. Structured ongoing on-the-job training provided throughout employment.

The Jr. Cook to Sr. Cook training utilizes a culinary based leadership and skills training assessments to identify capability for advancement. The training and testing process requires fifteen academic requirements regarding culinary history, brigade structure, herb/spice identification, recipe scaling, and kitchen measurement conversions. The second part of the assessment requires knife skills demonstrations, fabrication of the four basic meats, fruit and vegetable processing. The third and final part of the assessment requires the creation of five recipes using the baking, frying, stewing, braising, and grilling techniques.



How to Qualify as a Person with a Disability or Limiting Condition

DRTC specializes in employment for people with a disability or limiting condition by providing great jobs through our federal contracts. Certain Custodial and Food Services positions are set-aside specifically to employ people who qualify for the program.

Not all positions require people to qualify as a person with a disability or limiting condition, but these contracts, through SourceAmerica®, are a highly disability-inclusive workforce. DRTC provides enhanced access, accommodations, and training for people who have a disability or limiting condition who want to be successful in employment.

The following is a description of the SourceAmerica® definition and requirements for documentation of disability or limiting condition on the DRTC AbilityOne™ contracts:

“A residual, limiting condition resulting from an injury, disease, or congenital (condition) which so limits the person’s functional capabilities that the individual is unable to engage in regular competitive employment over an extended period of time.”

- **Functional Capability Areas:**

- Mobility
- Communication
- Self-care
- Self-direction
- Work tolerance
- Work skills

* An individual’s disability or limiting condition must affect at least one area of functional capabilities.

Applicants with previous Individualized Education Program (IEP) as documentation*:

- Must include diagnosis (Intellectual disability; Specific Learning Disorder; Autism Spectrum Disorder, etc.)
- Objective statements completed
- Signature & credentials of a qualified examiner (Licensed Clinical Social Worker or School Psychometrist) required
- Psychological or Psycho-Educational Evaluations may also be needed

Applicants with a previous Section 504 Eligibility Form as documentation*:

- All sections completed
- Team Signature section to include a licensed professional with credentials

Requirements for documentation of a physical or medical disability:

- Doctor’s statement with diagnosis (on official doctor’s letterhead)
- Signed by a licensed practitioner qualified to make the diagnosis
- Must state the areas of functioning affected
- States the nature and extent of the disability as it affects any one of the functional areas listed above

* Documents can be requested from school with signed releases.

Embedded Job Coach Pilot Program

A professional Employment Training Specialist (Job Coach) is assigned to the federal contracts as an additional support service. The goal of the program is to provide more effective training and support for people with disabilities, while also supporting the fulfillment and work of the contract. The Embedded Job Coach is responsible for providing training and support for the contract overall, which will also include, training on job skills for employees and assessing accommodations in general and individually.

“DRTC appreciates the diversity that we all bring to the workplace, and we want every one of our team members to feel respected and valued, because they are. Even if you’ve had trouble with finding or keeping a job in the past, I hope you’ll consider checking out our team of essential workers. Your perfect next job just might be here at DRTC.”

*- Kevin Sonntag, LPC
Chief of Contract Services*

Motivation and Engagement:

The Employee Recognition Program is designed to recognize employees demonstrating a high standard of teamwork, excellence in job performance and attendance.

The RAVE initiative is formulated to follow new employees through their first 90 days of employment. Its purpose is to assist in acclimation to the new work environment and establish a connection with the DRTC team.

On Point Bonus Award Program

The “On Point” coupon is awarded to employees in recognition of their hard work, optimistic attitude, teamwork readiness, and positive approach to handling additional work or responsibilities. Employees who receive “On Point” coupons can exchange their coupons for items to include healthy snacks, etc.

The Positive Living Initiative

The Positive Living Initiative is designed to inspire employees to pursue their personal objectives and recognize their value as an employee of the DRTC Team. The initiative also provides an avenue for accessing resources in time of need, referrals for outside assistance, and encouragement to continue in your vision for a better future.

Support and Services

Gayle McGuire, M.H.R., HR Director

Linda Damron, LMFT, HR Manager, Federal Contracts

Cheryl Carrier, HR Supervisor, Federal Contracts

Assistance in Hiring Process

- Assist with securing disability documentation to determine AbilityOne™ eligibility.
- Assist in the provision of accommodations during the recruitment, application, and interview phase.
- Schedule Interpreters, as requested.
- Assist in completing the application for employment, as requested.
- Conduct Initial and Annual Evaluations to set employment goals and draft individualized accommodations.
- Specific partnerships with disability employment organizations (e.g., state vocational rehabilitation, job placement providers, job coaching services, etc.) to further support employees.

Accommodations Provided:

- Visual Checklists for assigned duties.
- Additional Training/Supports, as identified in the Intake/Interview process.
- Transportation on Tinker AFB (must provide own transportation to main Gate).
- Flexible work arrangements – reduced schedules, modified schedules.
- Assist in identifying and coordinating workplace accommodations based on medical and/or disability documentation.



United Way
Partner Agency



SourceAmerica®

SUPPORT AND SERVICES - FROM PG 10

Employee Assistance Program

Employees may request confidential assistance from the Employee Assistance Program (EAP).

Progressive Coaching

The purpose of Progressive Coaching process is to assist employees in their success on the DRTC Federal Contracts team. The coaching process is applied in 4 steps with the goal of assisting the employee to recognize and amend performance and/or conduct issues that hinder success on the job.

Emotions Management

Purpose is to enhance the goal of employee retention through a consistent, workable approach to Emotions Management.

DRTC is an EEO/AA/Vet/Disability Employer



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2501 N. Utah Avenue
Oklahoma City, OK 73107
405-946-4489
Video 405-445-7314
DRTC.org

Promoting a disability
inclusive workforce

NON-PROFIT
U.S. POSTAGE
PAID
Okla. City, OK
Permit No. 988

We Are

HIRING

Be an Essential Employee



Dale Rogers Training Center

DRTC.org

Employment Center

DRTC's new Employment Center is open for business in Del City. This location serves as a hub for the agency's federal contracts locations onboarding and Human Resources offices. We are hiring people of all abilities for our federal contracts.

Apply online at
DRTC.org/now-hiring

