



Federal Contracts



[DRTC.ORG](http://DRTC.ORG)

# EMPLOYMENT GUIDE

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Myra Denson Hartsock and DRTC Executive Director Deborah Copeland  
Cover: Jonathan

At DRTC, we want to know what's 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 (to provide only a few examples), 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.'

Deborah Copeland, M.Ed.

DRTC Executive Director



Dale Rogers Training Center, Inc. (DRTC) supports people with disabilities through paid vocational training, in-house programs and work opportunities as well as competitive community employment.

## Benefits\* (full time positions)

- 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
- HoneyBee Program
  - Employee financial wellness
- 401(k) retirement plan
  - DRTC matches up to 4% of wages which are full vested after three years of employment

\*waiting period and criteria apply

# Custodian

## Locations

Tinker Air Force Base, FAA Mike Monroney Aeronautical Center, Downtown OKC Federal Buildings

## Pay

\$17.20/hour

## Hours

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



Russell

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.

## 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 in a crew. 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.

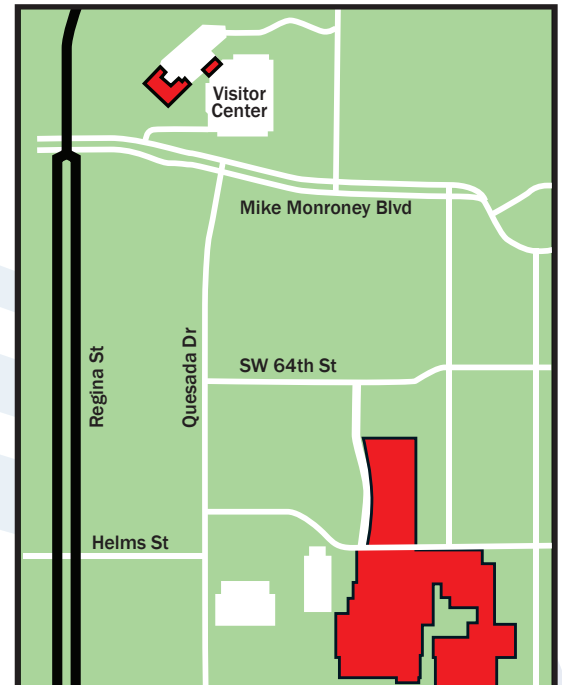
\*\* See full job description for complete list of requirements and/or qualifications.



## Career Advancement Opportunities

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

The Custodian 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.



FAA Mike Monroney Aeronautical Center

See all location maps on pages 4, 5 & 12



Myra, Russell and Stephen

# Lead and Supervisor

## Locations

Tinker Air Force Base, FAA Mike Monroney Aeronautical Center, Downtown OKC Federal Buildings

## Hours

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

## Pay

\$18.25 - \$22.00/hour

## 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.

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.

## 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.

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

NW 8th St		NW 8th St	
NW 7th St		NW 7th St	
NW 6th St		NW 6th St	
			NW 5th
NW 5th St			
NW 4th St		NW 4th St	

Downtown OKC Federal Office Buildings



# Food Service Worker

## Location

Tinker Air Force Base

## Hours

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

## Pay

**\$17.20/hour**



Lonita

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.

## 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.

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



## 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.



Tinker Air Force Base



Joslyn

# Jr. Cook

## Location

Tinker Air Force Base

## Hours

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

## Pay

\$17.20/hour

## 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.

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.

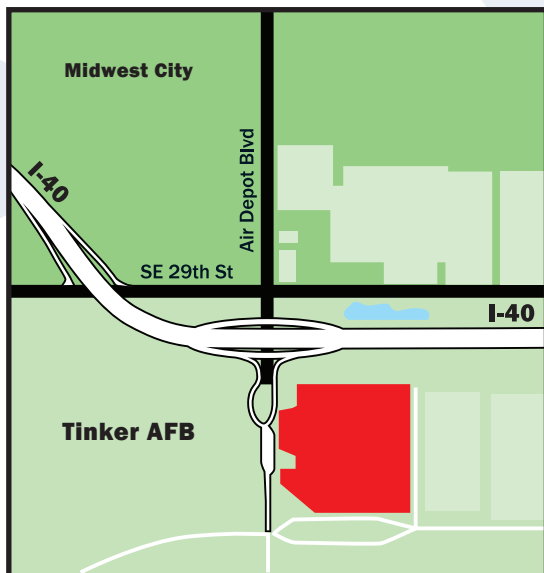
## Qualifications Summary\*\*

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.

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



Tinker Air Force Base



# Sr. Cook

## Location

Tinker Air Force Base

## Hours

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

## Pay

\$18.25/hour



Yong

The Sr. Cook brings their knowledge and experience to oversee all daily meal preparation, including breakfast, lunch, and dinner service. The United States Air Force constructs all recipes which consist of region-specific items combined with an international flair.

## 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.

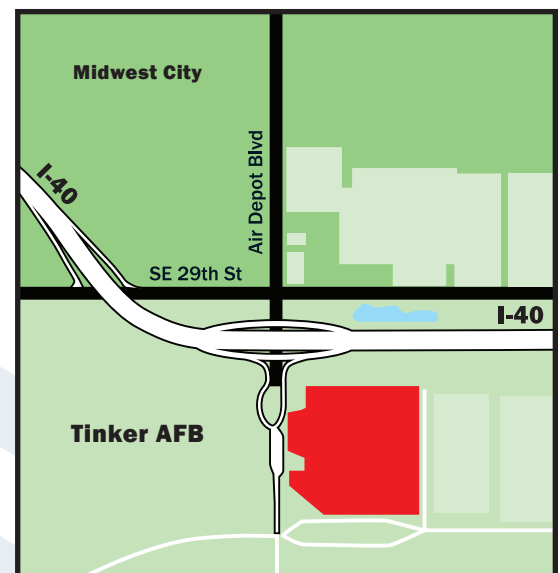
Physical requirements for the job include, but are not limited to, standing for the full shift, lifting up to 50 lbs and able to carry up to 100 feet.

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

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

## Career Advancement Opportunities

Senior Cooks support the mission of the US Air Force while working with modern foodservice equipment. Whether you're looking for growth in technical skill or for leadership opportunities, DRTC can help you achieve your professional goals.



Tinker Air Force Base

# 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 employees with an understanding of the work environment and the ability to complete assigned tasks to specific cleaning standards.

Training methods are designed to address various learning styles with pictorial checklists, color-coding, and other accommodations for comprehending material. The pace of training also adjusts to accommodate an employee's processing and learning style. The training program is continually evaluated and updated with the most current methodology. Overall, the process encourages co-worker and team bonding. Sessions are interactive and informative.

Right: Linda, Ronnisha, Jonathan  
Below: Derek and Shawna



# Food Service Training Programs

New employee training includes safety, customer service, and position-specific hard skills. Employees benefit from cross-training in multiple roles within the food service environment based on employee strengths, interests, and operational needs. DRTC also offers training to facilitate a transition into food prep and eventually preparing full dishes as a Senior Cook. The variety of experience available to our employees is invaluable for anyone looking for advancement in the food service industry.







Left to right: Myra, Linda, Ronnisha, Stephen

## 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.

# Support and Services

For additional questions, contact [jobs@drtc.org](mailto:jobs@drtc.org) or call 405-946-4489 x2204

## Assistance in Hiring Process

- Support through the interview process by a trained recruiter.
- 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.

## Accommodations Provided

- Visual Checklists for assigned duties.
- Flexible work arrangements – reduced schedules, modified schedules.
- Assist in identifying and coordinating workplace accommodations based on medical and/or disability documentation.

## 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 a variety of items available at the worksite.

## 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.

## Employee Assistance Program

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

## Team building and employee events

Includes team bowling tournament, holiday celebrations, and employee recognition throughout the year.

## Employee Micro-Grant Program

Supports employee success by offering assistance to qualified employees experiencing financial challenges to work stability or personal wellness. Grants can also support personal goal-setting.

## HoneyBee

Offering employee financial wellness benefits, including Honey Cash.

## 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.



Stephen, Myra and Russell



SourceAmerica



GSA Contract Holder



*“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*



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 DRTC.org

Leading 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](http://DRTC.org/now-hiring)

