

**#919 Food Service Worker**  
Kenosha Achievement Center, Inc.  
1218 – 79<sup>th</sup> Street, Kenosha, WI 53143  
Work Site – St. Iakovos Retreat Center  
920 – 224<sup>th</sup> Avenue, Kansasville, WI 53139

**External: 2/1/2017**

**Salary: \$8.50/hour**

**Hours: As Needed/Primarily Weekends**

**Apply To: P. Briese**

**REPORTS TO:** Educational Enclave Food Service Manager

**HAS DIRECT REPORTS?** No

**JOB SUMMARY:**

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This is a scheduled as needed hourly position responsible for assisting with all aspects of food service for camps and special events at the St. Iakovos Retreat Center (SIRC). This position works under the direction of KAC kitchen staff. Hours are primarily for special event weekends. Schedules will be published with as much advance notice as is possible.

**TYPICAL RESPONSIBILITIES:**

1. Assist kitchen functions including food prep, dish washing, general cleaning and customer service.
2. Participate in putting stock away, stock rotation and minimizing spoilage.
3. Setup buffet style meals and dining area before meal times.
4. Wash dishes and clean kitchen after food service is complete.
5. Assist staff in prepping meals for the following day.
6. Clean food service area and cafeteria.
7. Follow proper sanitation and safety procedures in the kitchen.
8. Maintain a professional and friendly demeanor with customers at all times.
9. Understands and works effectively with a culturally diverse population.
10. Perform other duties as assigned by supervisor.

**OCCASIONAL RESPONSIBILITIES:**

1. Work in other production activities at the KAC.
2. Deep clean activities in the kitchen.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:**

- Available to work a flexible schedule
- Must have reliable transportation to the retreat center including weekends and nights
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

**KAC IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised 1/25/2017

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**PREFERRED QUALIFICATIONS:**

- Prior food service experience
- High school diploma, GED or equivalent

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, kneel and stoop. Approximately 90 % of time will be spent walking or standing. The ability to see, hear, touch and speak is critical to this job. Physical dexterity requirements of the job include the use of a telephone, computer/electronic equipment, and the ability to manipulate small objects. The ability to distinguish colors, taste and smell is useful.

The employee must lift, push & pull a minimum of 70 pounds with help, 30 pounds alone, walk up & down steps, bend & climb step ladder. Specific vision abilities required by the job include close vision and the ability to adjust focus.

The mental efforts required on a daily basis include those related to reading, writing, basic arithmetic, mathematics, weighing and/or measuring, visualizing conclusions, analyzing data, searching for solutions, creating methodologies, conducting research, managing resources and evaluating the performance of others.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.