

#1007 FOOD SERVICE TRAINER

Classification Level 6

Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal: 9/24/18 External: 9/26/18

Hourly Rate: \$10.46 – \$16.95

Apply To: B. Kucza

REPORTS TO: Food Service Assistant 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

This position is responsible for the set up and serving of prepared food products for the On Tray Catering operation located at the University of Wisconsin-Milwaukee School of Continuing Education. The responsibilities includes set up and serving of food items for the catered events of breaks, meals and café as well as the premium food special events such as receptions. Duties include delivery and set up of carts, utensils, displays, serving and eating tables, and arrangements. Duties include sanitizing and cleaning of preparation and serving areas, classrooms, as well as general cleanup of food service activities. Effective communication skills with UW-M personnel and customers are required. This position provides supervision and instruction to persons with disabilities who work in the kitchen and reports to the Food Service Assistant Manager.

TYPICAL RESPONSIBILITIES:

1. Assists in the preparation of food products for breaks, meals, café and special events.
2. Serves food products for breaks, meals, café, and special events.
3. Delivers and set up equipment and food products for breaks, meals, café, and special events.
4. Assists in maintaining an accurate inventory, rotating stock, and using up product on hand in an expeditious manner.
5. Displays, maintains, instructs as to proper sanitation techniques in the kitchen ensuring a safe, sanitized environment.
6. Provides supervision, instruction and leadership to persons assigned to the kitchen, including persons with disabilities.
7. Performs general clean up of kitchen including work and serving areas, classrooms, and equipment in compliance with health and safety standards.
8. Displays effective communication and teamwork skills to ensure coordination of efforts with others working in the kitchen as well as UW-M personnel and customers.
9. Responsible for the safety of all persons supervised.
10. Participates in required amount of staff development activity as specified by annual staff performance plan including engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.

OCCASIONAL RESPONSIBILITIES:

Substitutes as needed in other KAC kitchen operations.

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.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 9/24/18

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MINIMUM QUALIFICATIONS:

- 1 year of food service experience or an equivalent combination of education and experience.
- Ability to consistently count accurately to 300.
- Ability to comprehend and follow written order sheets.
- Written and mathematical skills for recording and performing stock transfers.
- Availability for flexible hours.
- Demonstrated competencies in food presentation and food serving.
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PREFERRED QUALIFICATIONS:

- Second language skills.

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 100% 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 and carry 50 pounds alone, twist, stoop and bend on a frequent basis, 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.

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