

#1011 ASSISTANT FOOD SERVICE WORKER

Classification Level 3

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

External: 2/18/2019

Hourly Rate: \$9.04 – \$14.28

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 building confidence.

This position is responsible for the dishwashing and general clean up of the kitchen for the East End Café operations located at the University of Wisconsin Milwaukee, School of Continuing Education. The responsibilities include both hand and machine washing of food service dishes, utensils, pots and pans and the returning of items to their proper storage sites. General clean up includes washing and sanitizing of equipment and physical plant including floors. Duties include sanitizing and cleaning of preparation and serving areas, classrooms, as well as general clean up of food service activities. This person reports to the Food Service Assistant Manager.

TYPICAL RESPONSIBILITIES:

1. Hand and machine washing of food service dishes, utensils, pots and pans.
2. Returning and stocking cleaned items to proper storage areas.
3. Performs general clean up of kitchen including work and serving areas, classrooms, and equipment in compliance with health and safety standards.
4. Assists in the preparation of kitchen and serving areas for breaks, meals, café and special events.
5. Assists in the deliveries and set up of equipment for breaks, meals, café, and special events.
6. Displays proper sanitation techniques in the kitchen ensuring a safe, sanitized environment.
7. Displays effective communication and teamwork skills to ensure coordination of efforts with others.
8. Participate in required amount & type 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.
9. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Assists 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.

MINIMUM QUALIFICATIONS:

- Ability to work with cleaning powders and liquids.
- Availability for flexible hours

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 7/12/2018

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- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PREFERRED QUALIFICATIONS:

- High school diploma
- 1 year food service experience or an equivalent combination of education and experience
- Ability to accurately make change and count to 50
- 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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