

Kitchen Assistant Manager
Classification Level NE 4
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 5/9/2025

Hours: 40/week, Regular schedule to include a weekend day

Apply To: Pat Briese

REPORTS TO: Food Service Manager

HAS DIRECT REPORTS? Yes

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.

The Assistant Manager supports the administration, supervision, and hands on provision of food services housed at the Racine Youthful Offenders Correctional Facility (RYOCF) meeting the contractual obligations of 3 meals per day, 365 days per year.

TYPICAL RESPONSIBILITIES:

1. Supervise staff including activities such as scheduling, training, and coaching employees.
2. Ensure the operation is meeting quality, quantity, dietary, portion, and sanitary state requirements.
3. Coordinate with RYOCF personnel on any concerns and act as an agency representative.
4. Monitor record keeping systems for inventory control and payroll.
5. Assure that kitchen operations meet all safety and sanitary standards.
6. Assist in the preparation of meals.
7. Make personnel recommendations and assist in annual performance reviews.
8. Maintain accurate records
9. Responsible for the safety of all personnel in the kitchen, including RYOCF staff.
10. 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.
11. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Substitute at 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:

- 3 years of food service experience
- One year of supervisory experience
- Able to work flexible hours. Shifts occur over 7 days and are between 6:00 A.M. and 5:00 P.M. Typical schedule is 40 hours per week and will include at least one weekend day. Must be able to work holidays.
- Must obtain the Department of Health and Family Services Certificate of Restaurant Manager within 6 months of hire and maintain it throughout employment

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 5/8/2025

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- Able to utilize computer software for supervision activities
- Must have reliable transportation.
- Knowledge of cultural and linguistic competency principles and the ability to work effectively with a culturally diverse staff, participants and stakeholders

PREFERRED QUALIFICATIONS:

- A degree in food service management
- Food service management experience
- Experience in institutional food service

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 100 pounds with help, 50 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.