

PT Cook
Classification Level NE 2
Kenosha Achievement Center, Inc.
1218 – 79th Street, Kenosha, WI 53143

Internal & External: 12/22/2025

Hours: Up to 25/week – Monday-Friday, 8 a.m. to 1 p.m.

Apply To: Pat Briese

REPORTS TO: 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.

The PT Cook is responsible for preparation and serving of meals for contract sales, cafeteria operations, and KAC meetings. This position is responsible for following established menus, recipes, and diet guidelines.

TYPICAL RESPONSIBILITIES:

1. Prepare, cook and serve large volume nutritious appetizing meals per HACCP specifications in a timely manner
2. Responsible for the packaging and labeling of all individually packaged meals.
3. Utilize proper kitchen sanitation and cleanup techniques.
4. Maintain an accurate inventory, rotate stock, minimize spoilage, and inform supervisor of ordering needs.
5. Ensure that all paperwork is filled out accurately and completely by end of shift.
6. Provide monthly waste, stock transfer, and spoilage data to supervisor.
7. Maintain daily food temperature and portion requirement logs.
8. Assist in the evaluation and training of participants assigned to the training kitchen.
9. Supervise and assign tasks to participants training in the kitchen.
10. Perform general cleanup of kitchen work areas and equipment.
11. Responsible for the safety of all individuals in the kitchen.
12. 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.
13. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Substitute at other KAC facilities

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:

- Must obtain a ServSafe Certificate within six months of hire and maintain it during employment

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 4/17/2023

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PREFERRED QUALIFICATIONS:

- A high school diploma, GED or equivalent
- Some experience in the food service industry

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 80% 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 80 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, 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.