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

Internal & External: 8/24/2026
Hours: 40/week – Predictable Schedule (Between 6 a.m. – 5:00 p.m.)
Apply To: Pat Briese

REPORTS TO: RYOCF 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 position is responsible for the preparation and packaging of meals at the Racine Youthful Offenders Correctional Facility (ROYCF). In addition, this position assigns and monitors tasks of the kitchen assistants to meet production schedules. The kitchen is secure and staffed by KAC employees.

TYPICAL RESPONSIBILITIES:
1. Cook and prepare large volume nutritious meals per a rotating menu.
2. Prepare and cook all food in a timely and safe manner.
3. Maintain an accurate inventory, rotate stock and minimize spoilage.
4. Utilize proper kitchen sanitation techniques and train others.
5. Assign tasks to kitchen assistants and monitor progress.
6. Perform general cleanup of kitchen work areas and equipment.
7. Responsible for the safety of all individuals in the kitchen.
8. Ensure that all paperwork is filled out accurately
9. 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.
10. 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
- Some experience in the food service industry

PREFERRED QUALIFICATIONS:
- A high school diploma, GED or equivalent
- Advanced training in food preparation

KAC IS AN EQUAL OPPORTUNITY EMPLOYER
Revised 5/1/2022

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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 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.