



City of Los Angeles Department of Recreation
Ralph M. Parsons Preschool
841 W. Martin Luther King Jr. Blvd.
Los Angeles, CA 90037



COOK I – Part-Time
RALPH M. PARSONS PRESCHOOL

Salary: \$17.69 per hour

A Cook I prepares, seasons, cooks and serves food to large groups of people at a single facility; supervises and trains kitchen helpers engaged in such work; takes inventory and is responsible for all food stuffs and machinery at one facility; assists in the preparation of the annual food expense budget; and is responsible for enforcing rules and laws pertaining to food preparation at a single facility.

Available Hours:

- Up to 20 hours per week Monday – Friday 8:00 a.m.-12:00 p.m.

Description of Duties:

- Part-time cook prepares nutritionally balanced meals.
- Plans Monthly Lunch and AM & PM Snack Menus
- Cooks, prepares, seasons, and serves a wide variety of food and complete meals for students
- Peels, washes and trims vegetables, cuts and carves meats, set-up and prepares salad bar, ensures meals are served on time.
- Supervises kitchen personnel in use of steam kettles, pressure cookers, deep fryers, convection ovens, and other kitchen equipment.
- Receives and inspects food, keeps routine records of freezer and refrigerator temperatures, may bake bread, cake and pastries.
- Cleans and maintains kitchen facilities including washing dishes and mopping floor, wiping down and disinfecting cabinets, and countertops. Cleaning the refrigerator & freezer on a weekly basis.
- Assist with shopping/purchasing food items (Smart & Final)

Qualifications:

- Must be 18 years or older & have a high school diploma.
- Obtain current ServSafe food manager certificate.
- Kitchen methods and procedures for preparing, cooking, baking, and serving foods in large quantities.
- Working knowledge of kitchen and dining room cleaning.
- Two or more years' experience as a cook.
- Responsible, dependable, and able to work with minimal direction.
- Be in good physical condition. Able to lift 20 – 25lbs. Ability to withstand exposure to heat and cold in the kitchen area. Able to stand for an extended period of time
- Must possess a valid CA Driver License and be trained as a Van Driver within 30 days of accepting position.

To Apply: E-MAIL Cover Letter & Resume to Micha Mims Childcare Director, micha.mims@lacity.org

Last Day to Apply: October 7, 2021