

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS  
**RALPH M. PARSONS PRESCHOOL**  
841 W. MARTIN LUTHER KING JR. BLVD  
LOS ANGELES, CA 90037

**POSITION AVAILABLE: Part- time Cook I**

**Salary: \$17.69 per hour** (please confirm compensation before accepting this position)

A Cook I prepares, seasons, cooks and serves food to large groups of people at a single facility; supervises and trains kitchen helpers and part-time cooks 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 8:00am-12:00pm

**Description of Duties:**

- Prepares nutritionally balanced meals.
- Plans Monthly Lunch and AM & PM Snack Menus
- Cooks, prepares, seasons, and serve a wide variety of food and complete meal to 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, mopping floor, wiping down and disinfecting cabinets and countertops. Cleaning the refrigerator & freezer on a weekly basis.
- Assists with shopping/purchasing food items (Smart & Final)

Pursuant to City of Los Angeles Ordinance No. 187219, beginning Monday, November 29, 2021, PROOF OF COVID-19 VACCINATION will be required for individuals eligible for COVID vaccination to enter all indoor LA Parks facilities. All individuals that are eligible for COVID vaccination participating in indoor programming must show PROOF OF COVID-19 VACCINATION. For those unable to provide PROOF OF COVID-19 VACCINATION, alternative programming is available, information can be found here <https://bit.ly/rapalt>.

**Qualifications:**

- 18 years or older & have a high school diploma.
- Current ServSafe food manager certificate.
- Kitchen methods and procedures for preparing, cooking, baking, and serving foods in large quantities.
- A working knowledge of kitchen and dining room cleaning.
- 2 or more years of experience as a cook.
- Must be responsible, dependable, and able to work with minimal direction.
- Must 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 the position.

INTERESTED APPLICANTS Please E-MAIL Cover Letter & Resume to:  
Micha Mims Childcare Director  
[micha.mims@lacity.org](mailto:micha.mims@lacity.org)

DEADLINE TO APPLY: May 10, 2022