

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

POSITION AVAILABLE: **Part- time Cook I - RALPH M. PARSONS PRESCHOOL**

**Salary: \$18.41 per hour**

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

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:**

- 20 hours per week Monday – Friday 8:00am-12pm

**Description of Duties:**

- Part-time cook 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, insures 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)
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- 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:**

- Must be 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' experience as a cook.
- Must be responsible, dependable, and able to work with minimal direction.
- Must be in good physical condition. Ability 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.

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: Open until sufficient applications are received