

**Los Angeles Trade-Technical College  
Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

**Culinary Arts**

**Part Time**

<b>Job Title:</b>	<b>Food Service Worker</b> (posted 06/29)	<b>Job Number: 5159</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$17.82-23.48/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Required Skills- Ability to read, understand and speak English sufficient to determine and carry out job duties; Skill in interacting effectively with guests and team members and managers in a high volume public contact setting using positive body language, direct eye contact, active listening, problem solving techniques; Ability to interact in a team based environment; Ability to perform effectively under conditions of fluctuating workload; Skill in adding and subtracting whole numbers, decimals and fractions sufficient to properly adhere to production and customer flow parameters; Ability to stand, climb, stoop, push and crouch for extended periods of time as required to complete job duties; Ability to occasionally lift items weighing up to fifty pounds such as bags of supplies, filled stock pots, cases of food products; Ability to measure dry and liquid food stuffs in units of measurement such as cup, pint, quart, pound, and oz to properly adhere to recipe and production requirements; Ability to operate equipment such as mixers, food processors, food cutters, meat slicers, blenders, hot wells, radio communication devices, hydraulic lifts, trash compactors, warewashing, garbage disposal, refuse pulper equipment; Ability to learn and apply the rules and procedures of sanitation and safety as they apply to production, storage and service within a food establishment. Preferred Skills- Ability to stand continuously throughout an eight hour shift on uncarpeted surfaces.</p> <p><b>Job Description:</b> Under the direction of the Dining Service Managers or Production Staff, provide our guests with courteous and gracious service. Perform food preparation, customer service, sanitation and other food service duties. Prepare single step cold food preparation according to standardized recipes and approved preparation and production methods. Wash, trim, cut and pan meats and vegetables. Cut and arrange desserts. Ensure that all food items are completed according to schedule and presented to customers at the proper temperature and with the appropriate garnishment. Store, seal, and label food for storage. Load and deliver food to other dining facilities. Set-up and maintain cleanliness of work areas and dining room. Sweep and mop floors. Maintain cleanliness and storage of preparation equipment, plates, silverware, glassware, pots, pans and service utensils. Clean and replenish salt and pepper shakers, napkin dispensers and ketchup in</p>	

**Los Angeles Trade-Technical College  
Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

## Culinary Arts

	<p><b>(continued from previous page...job #5159)</b></p> <p>guest seating areas. Assist in organization of refrigerator, freezers and storage rooms. Launder, sort and fold smocks, uniforms and towels. Remove all trash from tables and floor areas. Perform other duties as assigned.</p>
--	--

<b>Job Title:</b>	<b>Line Cook &amp; Cooks</b> (posted 06/29)	<b>Job Number: 5135</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$15/hr.</b>
<b>Approximate Location:</b>	Inglewood	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Willing to train. Basic knowledge of safety and kitchen protocol.</p> <p><b>Job Description:</b> Seeking breakfast cook (Friday-Sunday), line cook and cook (to prepare soul food).</p>	

<b>Job Title:</b>	<b>Kitchen Prep</b> (posted 06/29)	<b>Job Number: 5134</b>
<b>Hours/Days:</b>	Tuesday-Saturday	<b>Salary: \$15-20/hr.</b>
<b>Approximate Location:</b>	West Los Angeles-Sawtelle	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> We do train, but seek applicants with kitchen experience. We follow all covid safety measures and require strict sanitation rules. The most important is a love for serving the community with good food and sharing ideas.</p> <p><b>Job Descriptions:</b> There are 2 positions, one is for line cook and second for kitchen assistant who wishes to learn and eventually be on the line. As a small kitchen, we all work as a team to give good dinner experience for dine in or take out, and with social distancing we all share on the kitchen tasks. The chef will teach those who are passionate about food. Some lifting of pots, pans and supplies required. Basic cutting skills required. Salary based on experience.</p>	

**Los Angeles Trade-Technical College**  
**Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

**Culinary Arts**  
**Part Time**

<b>Job Title:</b>	<b>Line Cook</b> (posted 06/11)	<b>Job Number: 5120</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$15-18/DOE</b>
<b>Approximate Location:</b>	Los Angeles	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Friendly, warm, thoughtful and curious is a MUST; Thinks and acts quickly in a fast-paced, high-volume environment; Knowledge of kitchen equipment and basics of Kitchen Fundamentals; Must be dependable and punctual; Must be comfortable working in a fast-paced environment; Able to push, lift, pull up to 50 pounds; Prior experience preferred in a similar food and beverage service and preparation position.</p> <p><b>Job Description:</b> Properly learn and execute all of our menu recipe procedures; Maintain cleanliness throughout kitchen; Follow company safety and sanitation policies and procedures; Keep food orders flowing continuously in our takeout &amp; delivery operation; Maintain and strictly abide by state and city health code regulations; Ensure that food leaving the kitchen is checked for quality, quantity, presentation and correct temperature according to established standards; Collaborate and participate in a positive work environment with other Team members.</p>	

**Los Angeles Trade-Technical College**  
**Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

**Culinary Arts**  
**Full Time**

<b>Job Title:</b>	<b>Line Cook</b> (posted 07/21)	<b>Job Number: 5202</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$17-21/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Attentive and detailed oriented; Ability to read and understand recipes and food abbreviations; Ability to work in a fast-paced environment with a high level of attention to detail; Ability to follow procedures and take directions; work as a team player; Basic math skills, with the ability to calculate and follow recipe measurements and proportions. <b>Physical Requirements:</b> Able to stand for long periods of time including bending, lifting, reaching, and stretching; Able to lift 20lbs or more; Ability to move rapidly and coordinate multiple orders; Exposed to variable temperatures, depending on the season; may work frequently in a hot, damp, or very cold environment; May be required to work in confined space; Hazards include, but are not limited to, cuts from broken glass, metal cans, slipping and tripping; Frequently immerses hands in water.</p> <p><b>Job Descriptions:</b> Follow supervisor's assignments for opening and closing procedures, as well as food production; Prepare food and beverage products for customers by following recipe guidelines, using proper preparation techniques, and sanitation guidelines; Set up and operation of kitchen equipment; Clean equipment properly according to correct procedures; Keep workstation clean, organized, sanitized, and sufficiently stocked; Work cooperatively with co-workers and management.</p>	

## Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

# Culinary Arts Full Time

<b>Job Title:</b>	<b>Cook</b> (posted 07/21)	<b>Job Number: 5200</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$16/hr.</b>
<b>Approximate Location:</b>	Alhambra	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Minimum of High School diploma or equivalent; Active (Serve Safe) State sanitary certification and minimum two hours of job related continuing education per year; At least three years experience in quantity food production as a cook or a vocational certification in culinary arts; Must be able to speak, read, write, and understand the English language at a high school level; Basic knowledge of special dietary, nutritional requirements, and portion control. Project a professional image through in-person, electronic and phone interactions; Ability to cook quality and tasty meals for a variety of menus and quantities of meals; Knowledge of and ability to perform basic practices of food preparation and kitchen sanitation; Prioritize and perform multiple functions under time pressure and deadlines with accuracy while maintaining a positive disposition. Must be able to see and hear or use prosthetics that will enable these senses to function adequately to assure that the requirements of this position can be fully met; Must be able to stand and walk in the kitchen for extended periods of time; Must be able to push, pull, and move a minimum of 25 pounds with or without accommodation to a minimum distance of 50 feet; Must be able to lift a minimum 25 pounds alone and a minimum and a minimum height of 5-7 feet with or without accommodation.</p> <p><b>Job Description:</b> Under the general supervision of the Kitchen Supervisor the Cook prepares meals according to the posted menus and directives by the Supervisor, and performs general functions for the upkeep and maintenance of the kitchen. Every effort has been made to identify the essential functions of this position. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is an essential function of the position. Duties and Responsibilities: Ensure that all food is properly cooked, held, stored, and served for optimal quality safety and palatability according to regulatory requirements at all times; Maintain cooking area and equipment in a clean organized and sanitary manner according to Department of Health Standards at all times. Wash all dishes, pots and pans used in daily food preparation and assist with these on retreat or special event food preparation; Pull food according to menu specifications and utilize leftovers within three days to avoid spoilage; Adjust recipes for volume and substitute ingredients as</p>	

**Los Angeles Trade-Technical College**  
**Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

**Culinary Arts**

**(continued from previous page...job # 5200)**

necessary; When assigned by the Kitchen Supervisor the cook will assist in the food inventory each week and report the information to the Kitchen Supervisor or their delegate by the requested time; Prepares all food according to menu specifications and at gourmet quality; Reports to Kitchen Supervisor maintenance requisitions for all items in need of repair before the end of the shift; Ensure food is completely ready to serve at established meal times; Assist, as needed, with kitchen deliveries and restocking; Follow set schedule and work tasks according to weekly duty list provided by the Kitchen Supervisor; Serve food on tray line or dining room as assigned; Answer phone inquiries as needed; Perform all other duties in keeping with training as requested by Supervisor or Administrator; Adhere to professional dress code that reflects the mission of Sacred Heart Retreat House with excellent grooming and appearance; Follow all guidelines in the handbook and policies, as well as, all safety procedures; Attend all in-services, meetings and other training required by this position.  
Working Conditions; Exposure to extreme temperatures ranging from 0°F - 200°F; Exposure to strong smells and odors; Exposure to some chemicals and irritants the workplace; Primarily works inside of a kitchen but does cross the 4 acre campus to work in other areas of the facility from time to time.

**Los Angeles Trade-Technical College  
Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

**Culinary Arts  
Full Time**

<b>Job Title:</b>	<b>Assistant Cook</b> (posted 06/29)	<b>Job Number: 5161</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$17.82-\$23.48/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Required Skills- Ability to read, understand, and speak English sufficient to determine and carry out job duties; Skill in interacting effectively with guests and team members and managers in a high volume public contact setting using positive body language, direct eye contact, active listening, problem solving techniques; Ability to interact in a team based environment; Ability to perform effectively under conditions of fluctuating workload; Skill in adding and subtracting whole numbers, decimals and fractions sufficient to properly adhere to production and customer flow parameters; Ability to stand, climb, stoop, push and crouch for extended periods of time as required to complete job duties; Ability to occasionally lift items weighing up to fifty pounds such as bags of supplies, filled stock pots, cases of food products; Ability to stand continuously throughout an eight hour shift on uncarpeted surfaces; Ability to measure dry and liquid food stuffs in units of measurement such as cup, pint, quart, pound, and oz to properly adhere to recipe and production requirements; Skill in operating equipment such as mixers, food processors, slicers, blenders, impingers, gas range, flat top grill, char broiler, hot wells, deep fat fryers, rotisseries, Rheon machines, woks, sauté pans, steamers, and kettles; Knowledge of the rules and procedures of sanitation and safety as they apply to production, storage and service within a food establishment; Time management and organization skills to review daily production needs and plan daily work schedule; Ability to exercise good judgment and provide guests quality customer service; Culinary knowledge of food inventory, recipes, menus and production methods, including a good understanding of culinary terminology; Previous experience producing and presenting food in a high volume food service environment; Ability to lead small teams, 2-5 people, in a collaborative manner, motivating team to complete tasks effectively and efficiently; Ability to provide team leadership to one or more Senior Food Service Workers and Food Service Workers; Ability to accurately complete and maintain paperwork, including temperature logs and production records.</p> <p><b>Job Description:</b> Under the direction of the Management Team, Principal Cook, Senior Cook and/or Cook, is responsible for providing team leadership to one or more Senior Food Service Workers and Food</p>	

## Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

### Culinary Arts

	<p><b>(continued from previous page...job #5161)</b></p> <p>Service Workers. Assign, motivate and monitor the work of others in the production and/or service of one or more food products from a specified menu. Prepare menu items and recipes according to production, culinary and quality standards. Accurately and appropriately utilize all production equipment. Evaluate recipes and submit changes to management. Assign and monitor food production needs to team members and ensure production needs are met. Adhere to all food handling and sanitation guidelines. Provide gracious customer service. Interact with team members and guests in a high volume dining environment.</p>
--	--

<b>Job Title:</b>	<b>Cook</b> (posted 06/29)	<b>Job Number: 5160</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$17.82-\$23.48/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Required Skills: Ability to read, understand, and speak English sufficient to determine and carry out job duties; Skill in interacting effectively with guests and team members and managers in a high volume public contact setting using positive body language, direct eye contact, active listening, problem solving techniques; Ability to interact in a team based environment; Ability to perform effectively under conditions of fluctuating workload; Skill in adding and subtracting whole numbers, decimals and fractions sufficient to properly adhere to production and customer flow parameters; Ability to stand, climb, stoop, push and crouch for extended periods of time as required to complete job duties; Ability to occasionally lift items weighing up to fifty pounds such as bags of supplies, filled stock pots, cases of food products; Ability to stand continuously throughout an eight hour shift on uncarpeted surfaces; Ability to measure dry and liquid food stuffs in units of measurement such as cup, pint, quart, pound, and oz to properly adhere to recipe and production requirements; Skill in operating equipment such as mixers, food processors, food cutters, meat slicers, blenders, impingers, gas range, flat top grill, charbroiler, hot wells, deep fat fryers, and radio communication devices; Knowledge of the rules and procedures of sanitation and safety as they apply to production, storage and service within a food establishment; Time management and organizational skills to review daily production needs and plan daily work schedule; Ability to exercise good judgment and provide guests quality customer service; Must have strong culinary skills and a good understanding of culinary terminology; Ability to produce and present food in a high volume restaurant environment.</p>	



## Los Angeles Trade-Technical College Career Center | E5-413

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

### Culinary Arts

	<p><b>(continued from previous page...job #5160)</b></p> <p><b>Job Description:</b> Under the direction of the management team or principal cook, responsible for providing team leadership and support in production and/or service of multiple food products from a specified menu to guests. Prepare menu items and recipes according to production and quality standards. Assign and monitor food production needs to team members and ensure production needs are met. Adhere to all food handling and sanitation guidelines. Follow established timelines for food production as required by customer flow. Interact with team members and guests in a high volume dining environment.</p>
--	--

<b>Job Title:</b>	<b>Senior Food Service Worker</b> (posted 06/29)	<b>Job Number: 5158</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$17.82-\$23.48/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Ability to read, understand and speak English sufficient to determine and carry out job duties. Required: Skill in interacting effectively with guests and team members and managers in a high volume public contact setting using positive body language, direct eye contact, active listening, and problem solving techniques-Required: Ability to interact in a team based environment - Required; Ability to perform effectively under conditions of fluctuating workload - Required; Skill in adding and subtracting whole numbers, decimals and fractions sufficient to properly adhere to production and customer flow parameters - Required; Ability to stand, climb, stoop, push and crouch for extended periods of time as required to complete job duties - Required; Ability to occasionally lift items weighing up to fifty pounds such as bags of supplies, filled stock pots, and cases of food products - Required; Ability to stand continuously throughout an eight hour shift on uncarpeted surfaces - Preferred; Ability to measure dry and liquid food stuffs in units of measurement such as cup, pint, quart, pound, and ounce to properly adhere to recipe and production requirements - Required; Ability to operate equipment such as grills, ovens, impingers, fryers, mixers, food processors, food cutters, meat slicers, blenders, hot wells, radio communication devices, hydraulic lifts, trash compactors, ware washing, garbage disposal, and refuse pulper equipment - Required; Ability to learn and apply the rules and procedures of sanitation and safety as they apply to production, storage and service within a food establishment - Required; Ability to lead small teams of 1-5 people, in a collaborative manner, motivating team to complete tasks effectively and efficiently - Required; Ability to provide team leadership to one or more Food Service Workers to complete tasks accurately and efficiently - Required; Must have a good understanding</p>	

**Los Angeles Trade-Technical College**  
**Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

**Culinary Arts**

(continued from previous page...job #5158)

of culinary terminology - Required; Time management and organization skills to review daily production needs and plan daily work schedule - Required; Six months of previous food service experience - Preferred.

**Job Description:** Under the direction of the Dining Service Managers or Principal Cook, Cook or Assistant Cooks, perform semi-skilled food preparation, serve customers, and perform general maintenance duties. Serve as a lead for a group of five or less Food Service Workers. Assign and monitor work to ensure all food items are prepared correctly and according to established time frames. Ensure all items are prepared according to standardized recipes and in accordance with preparation and production methods. Ensure all food items are presented to customers at the proper temperature and with the appropriate garnishment. Provide guests with courteous and gracious service. Cut and arrange desserts according to department standards. Wash, trim, cut and pan meats and vegetables. Store, seal, and label food for storage. Load and deliver food to other dining facilities. Set-up and maintain cleanliness of work areas and dining room. Sweep and mop floors. Maintain cleanliness and storage of preparation equipment, plates, silverware, glassware, pots, pans and service utensils. Clean and replenish salt and pepper shakers, napkin dispensers and ketchup in guest seating areas. Assist in organization of refrigerator, freezers and storage rooms. Launder, sort and fold smocks, uniforms and towels. Remove all trash from tables and floor areas. Perform other duties as assigned.

**Los Angeles Trade-Technical College  
Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

**Culinary Arts  
Full/Part Time**

<b>Job Title:</b>	<b>Grill Cook</b> (posted 7/21)	<b>Job Number: 5201</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$17-19/hr.</b>
<b>Approximate Location:</b>	Arcadia	
<b>Requirements:</b>	<p><b>Skills Requirements:</b> Prepares foods by operating a variety of kitchen equipment to measure and mix ingredients, washing, peeling, cutting and shredding fruits and vegetables, and trimming and cutting meat, poultry or fish for culinary use. Tastes products, reads menus, estimates food requirements, checks production, and keeps records in order to accurately plan production requirements and requisition supplies and equipment. May clean and sanitize work stations and equipment and must follow all Sodexo, client and regulatory rules and procedures. Attends all allergy and foodborne illness in-service training. Complies with all Sodexo HACCP policies and procedures. Reports all accidents and injuries in a timely manner. Complies with all company safety and risk management policies and procedures. Participates in regular safety meetings, safety training and hazard assessments. Attends training programs (classroom and virtual) as designated. Produces small to large batch goods using advanced and full range of classical cooking techniques. May select recipes per menu cycle, prepare bakery items, receive inventory, move and lift foodstuffs and supplies and prepare meals for customers requiring special diets. Typically performs fast food cooking duties in preparing food items to be served to customers. Intermediate to advanced knife skills required. May perform other duties and responsibilities as assigned.</p> <p><b>Job Description:</b> Prepares and cooks to order foods requiring short and broader preparation time. May produce food and serve customers at an a la carte or may operate a grill station. Prepares food in accordance with current applicable federal, state and corporate standards, guidelines and regulations to ensure high-quality food service is provided. Reads food order or receives verbal instructions on food required by patron, and prepares and cooks food according to instructions. Provides the highest quality of service to customers at all times. Follows basic recipes and/or product directions for preparing, seasoning, cooking, tasting, carving and serving soups, meats, vegetables, desserts and other foodstuffs for consumption in eating establishments. Prepares foods by operating a variety of kitchen equipment to measure and mix ingredients, washing, peeling, cutting and shredding fruits and vegetables, and trimming and cutting meat, poultry or fish for culinary use.</p>	

**Los Angeles Trade-Technical College**  
**Career Center | E5-413**

(Visit the Career Center or email [Sec@lattc.edu](mailto:Sec@lattc.edu) to apply for posted positions)

**Culinary Arts**  
**Full/Part Time**

<b>Job Title:</b>	<b>Line Cook/Prep Cook</b> (posted 06/29)	<b>Job Number: 5137</b>
<b>Hours/Days:</b>	Shift Varies	<b>Salary: \$15-20/hr.</b>
<b>Approximate Location:</b>	Los Angeles	
<b>Requirements:</b>	<b>Skills Requirements:</b> Able to stay on their feet for 8 hour shifts; Able to cook in a professional kitchen setting; Has a willingness to learn; Thrives in high-pressure situations.  <b>Job Description:</b> In this position you will be asked to prepare a variety of foods in a timely and consistent manner. Other responsibilities can include, maintaining a sanitary work environment, preparing sauces and other food items.	