Cordova Recreation & Park District

Food Service Cook

SALARY	$21.62 - $22.95 Hourly	**LOCATION**	Neil Orchard Senior Activities Center, CA
JOB TYPE	Part-time	**JOB NUMBER**	2026-00000629
DEPARTMENT	Neil Orchard Senior Activities Center	**OPENING DATE**	11/02/2026
CLOSING DATE	Continuous		

Description

**** APPLY TODAY****
Position open until filled. Applications will be reviewed as they are received.

The Cordova Recreation & Park District (District) is seeking a dedicated individual to join the Neil Orchard Senior Activities Center team as a part-time Food Service Cook.

This is a fantastic opportunity to prepare meals for our valued senior community in a modern kitchen.

Typical Schedule: This position comes with a desirable part-time schedule of Monday through Friday from 8:30 a.m. - 1:00 p.m. for a total of 20-25 hours a week. On rare occasions, could be scheduled to work nights and weekends for special events.

The Food Service Cook is responsible for preparing and cooking meals several times a week for 80-100 participants and must be comfortable with the Farm to Fork concept by incorporating fresh produce from the onsite garden. The Food Service Cook will also oversee meal preparation for the senior center's monthly special events. In addition to meal preparation, duties will include assisting with menu planning, creating shopping lists, coordinating and overseeing kitchen volunteers, and kitchen clean up (dishes, appliances, laundry).

Prospective applicants must also possess a ServSafe Food Handlers Card and/or ServSafe Food Protection Manager Certification or obtain certification within 90 days of employment at the District's expense.

Summary Description
Under direction of a Recreation Supervisor II, assists in all aspects of kitchen operations and special events for seniors at the Neil Orchard Senior Activities Center; trains and works with kitchen staff volunteers; and communicates with senior patrons and the supervisor regarding kitchen functions.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepare and cook meals multiple times a week for 80-100 participants using the Farm to Fork concept by incorporating fresh produce from the onsite garden; follow Health Department/Food Handling Safety laws and

regulations.
- Prepare meals for the senior center's monthly special events; recruit volunteers for the kitchen as needed for events.
- Assist with menu planning and create recipes; create shopping lists and shop as necessary.
- Prepare reports and maintains records, correspondence, and program materials for kitchen programs; maintain inventory of kitchen supplies.
- Answer the kitchen phone and greet lunch visitors.
- Oversee the needs of all catering activities conducted at the Senior Center.
- Operate a variety of equipment and machines including a slicer, chopper, mixer, oven, stove, sanitizer, and related appliances.
- Oversees and assists in organizing kitchen and kitchen clean-up; keep the kitchen clean and free of any safety concerns.
- Teach cooking classes as assigned.
- May work with other recreation programs as necessary.
- Perform related duties as required.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Materials and methods of preparing food for large groups.
- Principles and practices of customer service.
- Menu planning, purchasing, and record keeping for kitchen operations.
- Principles and practices of nutritional meal planning, food production, quality control, and meal forecasting.
- Methods and techniques of food handling, preparation, cooking, and storage.
- Methods and techniques of kitchen equipment use and capability.
- State health standards for institutional food preparation.
- Occupational hazards and safety precautions.

Ability to:

- Plan and prepare nutritional meals.
- Calculate food and supply requirements for many people.
- Prepare and cook all types of foods in an appropriate, sanitary manner.
- Plan and carryout the work of a given menu.
- Respond accurately to questions and negotiate issues relating to special dietary needs.
- Adjust menu or dishes as appropriate.
- Safely operate, clean, and service kitchen equipment.
- Comply with health and food handling standards.
- Organize and oversee the work of volunteers.
- Adhere to the policy manual.
- Operate a calculator, copier, and other similar reproduction equipment.
- Have a clear understanding of the various Center programs to assist the general public with their questions.
- Prepare and maintain accurate records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Drive a vehicle to conduct District business relevant to the job.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to the completion of the twelfth grade and some experience in nutrition, menu planning, cooking, and serving for large groups of at least 100.

License or Certificate:
Possession of a valid Class C California Driver's License is required.
Possession of, or ability to obtain, First Aid/CPR/AED certification within thirty (30) days of employment.
Possession of, or ability to obtain, a ServSafe Food Handlers card at the expense of the District is required.

Additional Requirements:
Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks.
Must be 18 years or older.

Supplemental Information

PHYSCIAL DEMANDS WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.
Environment: Work is performed in an indoor environment with extensive public contact and constant interruptions; exposure to toxic chemicals; may be required to work days, night, weekends, and holidays.
Physical: Mobility and dexterity to work in an indoor setting; to stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; use of standard office equipment; to push, pull, lift, and/or carry objects up to 45 pounds; occasional working alone; to make frequent decision-making and concentration; frequent public and coworker contact; and to verbally communicate to exchange information.
Vision: See in the normal visual range with or without correction.
Hearing: Hear in the normal audio range with or without correction.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Pre-Hire Requirements:
Before an employee is hired, they must successfully complete pre-employment requirements that may include, but are not limited to: fingerprinting and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks, a clear tuberculosis screening, reference check, DMV check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

How to Apply for this Position:
An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The District reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES
Initial Selection Review: The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

Testing: Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation: If you require reasonable accommodation to complete a job application, pre-employment testing, or a job interview, please contact the assigned recruiter. Cordova Recreation & Park District is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations for the hiring process.

Withdrawing from Recruitment Process: Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions: All questions regarding this position should be directed to the assigned recruiter.

NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice

Equal Opportunity Employer: The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

Benefits

Sick Leave: All part-time and seasonal employees who work 30 or more days for the District within a year will be issued forty (40) hours of sick leave. Sick leave will be accrued on the date of hire but may not be used until after 90 days of continuous employment from the first date of work. An annual grant of hours will be deposited every one-year anniversary to be available for the following twelve months not to exceed a cap of 40-hours.

Employer
Cordova Recreation & Park District

Address
11070 White Rock Road
Suite 130
Rancho Cordova, California, 95670

Phone
(916) 842-3300

Website
cordovarpd.gov

Food Service Cook Supplemental Questionnaire

*QUESTION 1

Why are you interested in this position?

*QUESTION 2

What type of culinary experience do you have? Please explain.

*QUESTION 3

Please describe an example of an event or occasion where you prepared food for a large group. Please include the size of the group, what was prepared, and the type of event.

*QUESTION 4

This position requires the ability to drive a vehicle to conduct errands related to the position throughout the course of work. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License?

- ◯ Yes
- ◯ No

*QUESTION 5

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

- ◯ Yes
- ◯ No

* Required Question