

Donnetta Walton

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SUMMARY OF QUALIFICATION

Data Entry, Filing Microsoft Office, Basic Accounting, 10-Key, Dictation, Organization, Event Planning Time Management, Training of Employees, Money Handling, Bank Procedure, Limited Payroll Knowledge Interpersonal Communication, Phone Edicate.

Knife Skills Training, Mise en Place, Moist & Dry Cooking Methods, Recipe Conversions & Measuring, Kitchen equipment and Operation & Identification of Large & Small Restaurant Equipment, Safety, Sanitation, & HACCP, Inventory & FIFO.

EXPERIENCE

01/18-03/18

Kobunga Korean BBQ

Los angeles, CA

Shift Lead

Marinade and preparation of meats and side dishes according to recipes . Daily prep list and oversight of other employees

02/17-04/17

Marinia Pointe Healthcare

Culver city,CA

Dietary cook

Prepare high volume meals for patients according to their dietary restriction and nutritional plans perpare by certified nutritionist.

09/16-12/16

Innvigorate Recovery Center

Tustin,CA

Personal Chef

Prepare unique meals and snacks based on each individual on a daily and weekly basis.

9/15-5/16

Esperanza Community Housing Corporation

Los Angeles, CA

Public Ally

Build capacity at partner organization. Build internal and external needs grow consciously in social justice issues.

Develop creative ways to help improve the lives of marginalized people

Research and outreach coordinator

Build strategic relationships, conduct a variety of outreach activities, and recruit and retain volunteers for all programs. Draft document and inform community on policy

09/13-10/14

BRIX AT THE SHORE

Seal Beach, CA

Lead Prep Cook/Line Cook

Preparation of breakfast lunch and dinner services. Maintain health and sanitation codes. Keep track of all upcoming and prior health inspections and violations. Cook all orders during duration of shift. Place and manage all incoming and outgoing inventory orders. Over all maintain the standard of the Brix Wine Corporation

04/13- 09/13

Bludso BBQ

Compton, CA

Cashier/Front lead

Handle customer transaction and expediting window orders. Taking catering orders small to high volume.

Preparation of cold menu items. Inventory.Training new employees

04/12-06/12

Riverside Marriott (Internship)

Riverside, CA

Banquet Prep Cook

Under general supervision, assists in the preparation menu items. Receive and store food supplies, equipment, and utensils. Portion, arrange, and garnish food, and serve food to waiters or patrons. · Assist cooks and kitchen staff with various tasks as needed, and provide cooks with needed items. Uses and maintains all assigned areas and equipment in a sanitary, safe and effective manner

02/12-07/12

Inland Empire Job Corps

San Bernardino, CA

Food Services Aid

Duties include arranging food and beverages on steam tables, a la carte trays or mobile carts. Clean and sanitize serving areas each day. They must follow food preparation instructions and serve all food and beverages according to cafeteria safety and sanitary policies

04/08-05/10 Heavenly Hostess Catering Los Angeles, CA

Hostess/Waitress

Greeting the guests, seating them and above all ensuring that they are happy. Also needed to coordinate with the kitchen staff. Taking the food and beverage orders of the customer

EDUCATION

06/11- 06/12 Inland Empire Job Corps San Bernardino, CA

Culinary Arts Certificate

06/11-10/11 Inland Empire Job Corps San Bernardino, CA

Office Administration Certificate

Prep Cooks Test

Multiple Choice (1 point each)

81%

- 1) A gallon is equal to _____ ounces
- a. 56
 - b. 145
 - c. 32
 - d. 128
- 2) Mesclun are what type of vegetable?
- a. Roots
 - b. Beans
 - c. Salad Greens
 - d. Spices
- 3) What does the term braise mean?
- a. Sear quickly on both sides
 - b. Slowly cook in covered pan with little liquid
 - c. Cook on high heat and quickly
 - d. Slowly cook in simmering water
- 4) At what internal temperature must chicken be cooked so that it is safe to eat?
- a. 155 degrees F
 - b. 165 degrees F
 - c. 175 degrees F
 - d. 185 degrees F
- 5) How do you blanch vegetables?
- a. Immerse for a short time in boiling water
 - b. Cook lightly in butter over med heat
 - c. Soak in cold water overnight
 - d. Rub with salt before cooking
- 6) Which of the following ingredients would you pack before measuring?
- a. Olive Oil
 - b. Salt
 - c. Brown Sugar
 - d. White Sugar
- 7) What is Al Dente?
- a. Firm but not hard
 - b. Soft to the touch
 - c. Very hard
 - d. Very soft
- 8) Food should be left out no more than
- a. 2 hours
 - b. 3 hours
 - c. 4 hours
 - d. 5 hours
- 9) Which is the improper way to thaw frozen food?
- a. In the fridge
 - b. In a sink with cold water
 - c. On the counter
 - d. In the microwave

Prep Cooks Test

10) Which of the following can you use to put out a grease fire?

- ☒ a. Baking Soda
- b. Baking Powder
- c. Flour
- d. Water

11) What is the temperature range of the danger zone?

- ☒ a. 25-135
- ☒ b. 40-140
- c. 50-160
- d. 30-130

12) Which of the following is listed from smallest to largest?

- a. Dice, chop, mince
- b. Mince, chop, dice
- c. Chop, dice, Mince
- ☒ d. Mince, dice, chop

13) Which direction should pan handles be turned while cooking on the stove?

- a. Over the fire at all times
- b. Turned towards you for better control
- ☒ c. Turned towards the right or left at all times
- d. Over the countertop at all times

14) When you poach something, you cook it with what?

- a. Noodles
- b. Vegetables
- ☒ c. Liquid
- d. Oil

15) Which spoon is used to remove fat from soups and stews

- a. Basting Spoon
- ☒ b. Ladle
- c. Slotted Spoon
- d. Portion Spoon

16) Which of the following means to cook in a small amount of fat?

- a. Season
- ☒ b. Sauté
- c. Broil
- d. Boil
- e. Fry

17) What is a Julien cut?

- ☒ a. Food cut into long thin strips, matchstick
- b. Food cut into long thin strips then turned and cut into a 1/8' dice
- c. Food diced into finely chopped and uniform pieces
- d. Cutting and peeling into oblong seven sided football like shapes

18) To cook a food in a pan without browning over low heat until the item softens and releases moisture.

- ☒ a. Sweat
- b. Boil
- c. Roast
- d. Grill

Fill-in the Blank (1 point each)

Prep Cooks Test

- 19) Salt & Pepper are the basic seasoning ingredients for all savory recipes.
- 20) Rough Chop: to cut into very small pieces when uniformity of size and shape is not important.