

**JOB DESCRIPTION**  
Presbyterian Mo-Ranch  
Hunt, Texas

**JOB TITLE:** Cook  
**DEPARTMENT:** Dining Services  
**SUPERVISOR:** Director of Dining Services  
**FLSA DESIGNATION:** Regular Full-time or Part-time, Non-Exempt

---

**MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to provide a special place and an enriching program in a living, learning Christian environment to enable people to grow in God through Jesus Christ.*

**SUMMARY OF RESPONSIBILITIES**

Must read menus and understand the amounts necessary for serving a given number of people. Responsible for seeing that all cooking procedures are done in compliance with established standards. Occasionally perform other duties as necessary to provide superior service to our guests.

**SPECIFIC RESPONSIBILITIES**

1. Comply with all Mo-Ranch policies as described in the Application for Employment and the Policy Manual.
2. Perform food service procedures to ensure that all meals are prepared, served and cleaned up efficiently and properly.
3. Understand the use and cleaning of all food service equipment and supplies.
4. Preparation and production of Banquets.
5. Serve on the line, if needed.
6. Responsible for cleaning work tables and area around them, grills and pans, any burned pots and pans, fryers, ovens and floors.
7. Must be able to use appropriate chemicals safely and efficiently.
8. This position requires regular and dependable attendance as an essential function of the job.

**SPECIFIC RESPONSIBILITIES (Morning Shift – 5:00 a.m. to 2:00 p.m.)**

9. Responsible for turning on the stoves and preparing all breakfast and lunch foods according to the menu.
10. In preparation for later meals, the morning Cook will pan rolls and deserts, check the following day's menu, pull meats and make all other preparations as time allows.
11. Prepare and send out any specially ordered refreshments.
12. Prepare vegetables, set up and pick up the noon salad bar.

**SPECIFIC RESPONSIBILITIES (Late Shift – 11:00 a.m. to 8:00 p.m.)**

13. Help finish lunch, as needed, and begin dinner.
14. Prepare and send out any specially requested refreshments.
15. Make all necessary preparations for the evening meal as specified on the menu.
16. Prepare vegetables, set up and pick up the evening salad bar.
17. Make sure all supplies for the following dinner are pulled and make any other possible preparations for the following day.
18. Make sure the Dining Service staff is finished working, making sure everything is left clean, put away, and lock all the doors in the dining hall and kitchen.

## QUALIFICATION STANDARDS

### Education

It is preferred that the applicant has a High School degree or has GED.

It is preferred that the applicant speaks and understands the English language to the degree that communication of their job duties, job scheduling, safety standards and health standards are understood.

### Grooming & Uniform

All employees must maintain a neat, clean and well-groomed appearance. Distinctive uniform must be worn at all times while on duty.

### Physical

Must be able to lift and push fifty (50) pounds or more.

Must be able to bend, squat, and reach at low and high levels.

Must be able to stand for long periods of time.

### Work Schedule

Must be available to work weekends and holidays, be flexible with working hours and be able to work an extra shift.

### Experience

At least one year experience as a Cook.

## OTHER

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. All Mo-Ranch staff may be required to perform other duties as necessary to provide excellent service to our guests. At times, such duties may be unrelated to food service and may overlap with other departments. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job, work schedule, and/or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workloads, rush jobs, or technological developments).

## ACKNOWLEDGEMENT

I hereby acknowledge that I have read and understand the above and agree to abide by the duties and responsibilities of my position and this job description. Further, I agree this does not imply an employment contract and this agreement is in effect and in accordance with personnel policy. My employment may be terminated at any time with or without cause.

---

Employee

---

Date

---

Witnessed By

---

Date