

## **JOB DESCRIPTION**

Presbyterian Mo-Ranch Assembly  
Hunt, Texas

**JOB TITLE:** Line Server  
**DEPARTMENT:** Dining Services  
**SUPERVISOR:** Executive Chef  
**FLSA CLASSIFICATION:** Regular, Seasonal, Full-Time, Part-Time, Non-Exempt

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### **MO-RANCH MISSION STATEMENT**

*The mission of Presbyterian Mo-Ranch Assembly is to foster growth in God through Jesus Christ by sharing its unique living, learning, Christian environment.*

### **POSITION SUMMARY**

This person is called upon to serve and assist in several areas of guest service. In the kitchen and dining hall: including but not limited to; 1) dishwashing, including pots and pans; 2) preparation and serving of quality meals; 3) providing a clean and neat dining room facility; and 4) a combination of these positions in the course of a work day. The Dining Services Worker is one who, therefore, must be very flexible in performing job duties and assuming a variety of job duties while maintaining a courteous, friendly, and helpful attitude toward all guests. Also, this person must work closely with fellow staff as a competent team member.

### **GENERAL RESPONSIBILITIES**

1. Carry out and stock food items on serving line and at food and drink counters, including salad bar; restock these areas as necessary.
2. Check Beverage stations in dining rooms that are being used.
3. Set up serving line for specific meal with items needed for that meal, utensils, deserts, etc.
4. Serve food.
5. Clean serving line and put food in warmers.
6. Clean tables when they are vacated.
7. Sweep floor.
8. Clean drink station in dining room that is being used
9. Clean behind the serving line and set up for the next meal.
10. Mop floor or floors as needed.
11. Other duties as may be assigned by the Dining Services Director or acting supervisor.

### **ESSENTIAL JOB FUNCTIONS**

Essential Functions of the Dining Services Worker include, but are not limited to:

1. Model all MO-Ranch policies as described in the application for employment and the Policy Manual.
2. Be a productive and cooperative team member.
3. May work the early shift or the late shift. He/she may also be required to work an extra shift.
4. Perform a wide variety of duties and responsibilities either in dishwashing, assisting in the preparation and serving of food, cleaning and straightening of the dining hall and/or kitchen areas, or any combination of these duties.
5. Must be able to lift/unload/move food and supplies of a minimum weight of thirty (30) pounds and a maximum of fifty (50) pounds.
6. Lift dishes to their storage location.
7. Use kitchen equipment properly and safely.
8. Operate electrical and mechanical equipment safely.
9. Maintain appropriate inventory of food and supplies.
10. Operate dishwasher while maintaining appropriate temperature.
11. Determine cleanliness of dishes (and pots & pans), food contact surfaces, and kitchen area.
12. Assess condition of food.
13. Transport food and beverage items when needed.
14. Other job-related duties as may be assigned.
15. May be temporarily assigned to another department to complete a 40-hour workweek (if a full-time employee).
16. May be asked to serve in banquets or Wagon Wheel.
17. This position requires regular and predictable attendance as an essential function of the job.

**QUALIFICATION STANDARDS**

**Education**

- 1. High school diploma, equivalent knowledge or mature high school student.
- 2. Must be able to read, write, speak, and understand English.

**Grooming & Uniform**

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

**Physical**

- 1. Requires grasping, writing, standing, sitting, walking, repetitive motions, hearing, visual acuity, and good speaking skills.
- 2. Must be able to lift and push thirty (30) pounds or more.
- 3. Must be able to bend, squat, and reach at low and high levels.
- 4. Must be able to stand for long periods of time.

**Work Schedule**

Must be available to work weekends and holidays, and be flexible with working hours.

**Personal**

- 1. Good moral character and high degree of honesty, trustworthiness, and integrity.
- 2. Possess and demonstrate a positive attitude to guests, supervisors, peers, and fellow employees.
- 3. Good interpersonal skills.
- 4. Good driving record in order to maintain insurability by the MO-Ranch insurance carrier.
- 5. Must be able to use appropriate chemicals safely and efficiently.

**OTHER**

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. 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.

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Employee

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Date

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Witnessed By

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Date