

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

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

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**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 Salad Bar items are prepared in compliance with established standards. Assist the cooks in the prep and preparation of menu items. Occasionally perform other duties as necessary to provide superior service to our guests.

**SPECIFIC RESPONSIBILITIES**

1. Responsible for preparing and maintaining the salad bar(s) during meal times and for set up and pick up of salad bar(s) after each meal.
2. Prepare and send out any specially ordered refreshments.
3. Assist cooks in preparation of meals.
4. Assist as a "grill" cook for the Wagon Wheel Café.
5. Perform food service procedures to ensure that all meals are prepared and cleaned up efficiently and properly.
6. Understand the use and cleaning of all food service equipment and supplies.
7. Assist with preparation of Banquets.
8. Serve on the line, if needed.
9. Assist in the dish room, if needed.
10. Responsible for cleaning work tables and area around them, grills and pans, any burned pots and pans, fryers, ovens and floors.
11. Must be able to use appropriate chemicals safely and efficiently.
12. Make sure that sanitation (bleach water) is at the two work stations daily and made fresh daily.
13. This position requires regular and dependable attendance as an essential function of the job.
14. Comply with all Mo-Ranch policies as described in the Application for Employment and the Policy Manual.

**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.

**Personal**

Must have a good driving record to maintain standards required by the Mo-Ranch Insurance Carrier.

**Experience**

At least 1-year experience in the food service industry.

**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.

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Employee

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Date