



Job Description

Position Title: Prep Cook

Effective: 3/26/26

Reports to: Food Service Director and Director's delegate(s)

Work Schedule: Includes day and evening shifts; some weekends. Some holiday work required.

Status: Part-time; Hourly; Non-exempt; Year-round

Essential Functions:

Prepare and cook nutritious meals; maintain a clean working environment.

Essential Duties:

The essential duties are as follows:

- Work as scheduled for first or second shift meal prep
- Responsible for all aspects of food prep, presentation, and line maintenance before, during, and after meal
- Maintain adequate food amounts on hot/cold lines; follow guidelines as directed by supervisor
- Maintain high standards of cleanliness
- Maintain and implement North Carolina health codes
- Must be able to work well in cooperation with others
- Other duties as assigned

Competencies:

- Work well independently, meet deadlines, and multi-task
- Communicate effectively
- Plan and prepare for assigned tasks
- Follow directions and work cooperatively with others - teamwork is essential
- Use critical thinking and resources to solve problems
- Maintain a high level of integrity and professionalism
- Present a neat, pleasant, and professional appearance

- Set an example of a positive work ethic and attitude
- Prepare and present food with excellence
- Work a flexible schedule including evenings, weekends, and some holidays

Requirements:

- *Experience:* At least one year of service in the food service industry preferred
- *Physical Requirements:* This position requires the ability to stand for extended periods of time while performing job duties. The employee must be able to move and position materials weighing up to 40 lb.
- Reliable transportation
- Reliable and punctual when scheduled to work

It is the policy of the MRA dba Montreat Conference Center that it will not discriminate in employment policy and practices and will promote equality of opportunity in all aspects of employment. All employment policies and practices will be administered without discrimination based on race, color, creed, religious affiliation (except where religious affiliation is determined to be a bona fide occupational qualification), national origin, sex (including pregnancy, gender identity, transgender status, and sexual orientation), age, marital status, disability, genetic information, veteran status, or other characteristics protected by applicable law.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____