



Job Description

Position Title: Swing Cook

Effective: 3/26/26

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

Supervises: Kitchen Dishwasher/Utility

Work Schedule: Shifts include two days/three nights (days may vary). Some holiday work required.

Status: Full-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 meals
- Maintain adequate food amounts on hot/cold lines; follow guidelines as directed by supervisor
- Prep of scheduled ordered refreshment breaks per the function sheet
- Maintain high standards of cleanliness
- Maintain and implement North Carolina health codes
- Must be able to work well in cooperation with others; assist others, as needed
- Other duties as assigned

Competencies:

- Work well independently and under pressure to meet deadlines
- Communicate effectively
- Plan and prepare for assigned tasks
- Follow directions and work cooperatively with others. Teamwork is essential.
- Exhibit fine attention to detail

- Use critical thinking and resources to solve problems
- Maintain a high level of integrity and professionalism
- Courteous and enthusiastic; present a neat, pleasant, and professional appearance
- Set an example of a positive work ethic and attitude
- Present food with excellence.

Requirements:

- *Education:* High school graduate or equivalent
- *Experience:* At least three years of service in the food service industry
- *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.
- Valid driver's license and acceptable driving record

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** _____