AGENDA ITEM HISTORY SHEET

ITEM TITLE
Resolution 2026-30

AGENDA NO. 13

AGENDA DATE: 5/26/26

FUNDING CERTIFICATION (Finance Director) (Signature, if applicable)

AB discussed 5/14/26

MANAGEMENT STAFF REVIEW (Signature)

MAYOR (Signature)

ITEM HISTORY (Previous Council reviews, action related to this item, and other pertinent history)

This has been recommended by Parks Committee.

ITEM COMMENTARY (Background discussion, key points, recommendations, etc.) Please identify any or all impacts this proposed action would have on the City budget, personnel resources, and/or residents.

The Part-Time Cook position will assist the Lead Cook in the kitchen with preparing and serving daily congregate meals at our Senior Adult Center.

(This section to be completed by the Mayor)

ACTION PROPOSED (Motion for Consideration)

RESOLUTION NO. 2026 - _____

RESOLUTION REGARDING A NEW POSITION DESCRIPTION AND COMPENSATION PLAN FOR SENIOR CENTER PART-TIME COOK

WHEREAS, The City Council of the City of Bryant desires to adopt the position description and compensation plan for said position;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYANT, ARKANSAS THAT:

Section 1. The City Council of the City of Bryant hereby adopts the attached position description for the position of Senior Center Part-Time Cook.

Section 2. The salary range for the Senior Center Part-Time Cook position shall fall within the range suggested by the most recently adopted compensation study. The current compensation study suggests the following updated salary range for the position:

Minimum	Midpoint	Maximum
$28,893	$36,116	$43,340

PASSED AND APPROVED this _____day of _____, 2026.

APPROVED:

_____
Chris Treat, Mayor

ATTEST:

_____
Mark Smith, City Clerk

Senior Center Cook - Part-Time

Job Profile

Job Code : Not Indicated	**Job Group :** Not Indicated
Job Grade : Not Indicated	**Job Family :** Not Indicated
Department Name For This Position : Parks	**Position Reports To :** Lead Cook
Physical Location For This Position : Bishop Park	**This Position Is :** Non Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Under general supervision, performs work of routine difficulty preparing meals at assigned location; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Lead Cook with preparation and serving of meals utilizing common kitchen appliances.

Assists in the work of kitchen staff such as placing food and dishes on serving trays, serving meals, clearing serving and dining areas, and cleaning the kitchen, dishes, cooking equipment, and storage areas.

Inspects the kitchen and dining areas and takes the necessary steps to ensure cleanliness and orderliness; inspects meats, fruits, vegetables, and other perishable foods for freshness, and disposes of foods that are spoiled or past their expiration date.

Maintains daily refrigerator/freezer temperature logs, food temperature logs, and inventory control logs; maintains food and supply inventories in a matter that prevents waste and spoilage of products from improper storage, insect infestation, or theft.

Performs a daily inspection of the kitchen to ensure that proper sanitation is maintained, perishable and canned food are rotated first in, first out, and all utensils and equipment are properly cleaned and stored.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

No supervision.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

OCCASIONALLY responsible for organization's property where carelessness, error, or misappropriation would result in MODERATE damage or MODERATE monetary loss to the organization. The total value for the above would range from $5,000 to $150,000.

What departments (if any) are supervised by this position? : Not Indicated

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

Mental alertness and adaptability to office and field area work routines. Equivalent to four years high school or GED, with particular emphasis during high school in office skills, shop skills, or others.

EXPERIENCE GENERAL

7 to 11 months related experience and/or training.

EXPERIENCE MANAGEMENT

Not Required

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

REPETITIVE. Activities or duties using a pre-determined set of processes or directions coupled with nearby supervision. Learned things in situations where choice is simple or patterned.

PLANNING

LIMITED RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of MINOR IMPORTANCE and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a SLIGHT DEGREE.

SUPERVISION RECEIVED

Under immediate supervision, performs GENERAL ASSIGNMENTS of work, with PERIODIC CHECK of performance by supervisor.

ACCURACY

Probable errors of INTERNAL SCOPE should ordinarily be DETECTED WITHIN THE DEPARTMENT OR OFFICE in which they occur, but MAY AFFECT THE WORK OF OTHERS WITHIN THE UNIT, requiring additional expenditure of time to trace errors and make all necessary corrections. Errors would require a moderate amount of time to correct.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers,

common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS

Ability to use common sense understanding in order to carry out detailed written or oral instructions. Ability to deal with problems involving a few known variables in situations of a routine nature.

MENTAL DEMAND

LIGHT MENTAL DEMAND. Operations REQUIRING INTERMITTENT DIRECTED THINKING to carry out predetermined procedure or sequence of operations of limited variability. Operations requiring INTERMITTENT ATTENTION to control machine or manual motions.

COMMUNICATION SKILLS

- Ability to read a limited number of words and recognize similarities and differences between words and between series of numbers; Ability to write and speak simple sentences as a means for basic communication.
- Ability to read and understand simple instructions, short correspondence, notes, letters and memos; Ability to write simple correspondence.
- Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public and other employees of the organization.

ACCOUNTABILITES

FREEDOM TO ACT

DEFINED. Semi-repetitive prescribed processes and procedures with nearby supervision.

ANNUAL MONETARY IMPACT

VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.

IMPACT OF JOB ON END RESULTS

MINIMAL IMPACT. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Not Indicated

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

ServSafe Food Handler Certification

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

FREQUENT CONTACTS with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

CONTACTS WITH EMPLOYEES

Contacts OCCASIONALLY with others beyond immediate associates, but generally of a ROUTINE NATURE. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

OCCASIONAL USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

SOFTWARE SKILLS REQUIRED

- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None
- Other: None
- 10-Key : None
- Accounting: None
- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Regularly
- Walk: Regularly
- Sit: Regularly
- Use hands to finger, handle, or feel: Regularly
- Reach with hands and arms: Regularly
- Climb or balance: Occasionally
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Regularly
- Taste or smell: Regularly

WEIGHT LIFTED

- Up to 10 pounds: Regularly
- Up to 25 pounds: Regularly
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Never
- More than 100 pounds: Never

VISION REQUIREMENTS

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).

PHYSICAL DEMAND

HIGHLY REPETITIVE, MODERATELY PHYSICAL. HIGHLY REPETITIVE type of work which requires SOMEWHAT DIVERSIFIED physical demands of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Frequently
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.):

Never

- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Frequently
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

LEVEL OF NOISE

Loud (metal can manufacturing department, large equipment, etc.)

WORKING CONDITIONS

Somewhat disagreeable working conditions. Exposed to any number of elements noted in Degree 2, with one or two elements present continuously. May involve some travel and/or work is at times, in the evening or during the night hours.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

Completed date: Thu May 07 2026 20:22:06 GMT+0000 (Coordinated Universal Time)

Parks Staff PT JESAP Profile	
Job Grade: 04	Job Code:
Job Group:	Job Family:
Department Name For This Position:	Position Reports To (Immediate Supervisors Title): Center Superintendent
Physical Location For This Position: The Center at Bishop Park	This Position Is: Non Exempt
This position is safety sensitive: No	Security Sensitive: No

General Description

Works with the Center Superintendent to implement the vision and goals of the Department. This position is responsible for the effective implementation of the city's diversified public recreation programs by carrying out assigned tasks given by Parks and Recreation Divisions.

Essential Duties and Responsibilities

1. Serve as receptionist as assigned (answering phone, ensure scanning of cards, take payments, etc.).

2. Answer inquiries on upcoming events and register participants.

3. Assist in managing membership and scheduling software.

4. Assist in training and monitoring new part-time employees in office procedures, telephone system, and office equipment.

5. Assists with departmental mail processing.

6. Assist with advertising for upcoming events as assigned.

7. Prepare facilities (courts, rooms, etc.) for planned events.

8. Monitor recreational events.

9. Ensure facility is maintained and safe procedures are followed.

10. Report violations of procedure/regulations to the Center Superintendent.

11. Order and maintain office supplies and sporting equipment as assigned.

12. Coordinate reports for patron injury, accidents and other incidents.

13. Perform any other related duties as required and assigned.

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

- Responsibilities For Work Of Others: Supervises a SMALL GROUP (1-3) of employees in the SAME or LOWER CLASSIFICATION. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.
- Responsibility For Funds, Equipment, Property, Etc.: REGULARLY responsible for property where carelessness or error would result in only MINOR damage or MINOR monetary loss. Almost continuous care and attention is required when handling this property in order to prevent loss.

Education And Experience

- Education: High school, plus specialized schooling and/or on the job education in a specific skill area; e.g. data processing, clerical/administrative, equipment operation, etc.
- Experience General: 0 to 6 months related experience or training.
- Experience Management: Not Required

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY REPETITIVE. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.
- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work; may also OCCASIONALLY assist in the planning of work assignments performed by others within a limited area of operation.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also FREQUENT opportunity for decision-making of MAJOR IMPORTANCE; the latter of which would affect the work operations of OTHER EMPLOYEES and/or CLIENTELE to a MODERATE DEGREE.
- Supervision Received: Under GENERAL SUPERVISION where standard practice enables the employee to PROCEED ALONE on routine work, referring all questionable cases to supervisor.
- Accuracy: Probable errors of INTERNAL and EXTERNAL scope would have a MODERATE effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.
- Communication Skills: Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; Ability to write routine reports and correspondence.
- Mathematical Skills: undefined
- Critical Thinking Skills: Ability to utilize common sense understanding in order to carry out written, oral or diagrammed instructions. Ability to deal with problems involving several known variables in situations of a routine nature.
- Mental Demand: MODERATE MENTAL DEMAND. Operations requiring ALMOST CONTINUOUS ATTENTION, but work is sufficiently repetitive that a HABIT CYCLE IS FORMED; operations REQUIRING INTERMITTENT DIRECTED THINKING to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

Accountabilities

- Freedom To Act: STANDARDIZED. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.
- Annual Monetary Impact: VERY SMALL: Job creates a monetary impact for the organization up to an annual level of $100,000.
- Impact Of Job On End Results: MINIMAL IMPACT. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

Certificates, Licenses, Registrations

Preferred

Valid Arkansas drivers license or a valid drivers license recognized by the state of Arkansas.

Contacts With Public and Employees

- Contacts With Employees: Contacts occasionally with others beyond immediate associates, but generally of a routine nature. May obtain, present or discuss data, but only as it pertains to an immediate and specific assignment. No responsibility for obtaining cooperation or approval of action or decision.
- Contacts With Public: Regular contacts with patrons where the contacts are initiated by the employee. Involves both furnishing and obtaining information and, also, attempting to influence the decisions of those persons contacted. Contacts of considerable importance and of such nature, that failure to exercise proper judgment may result in important tangible or intangible losses to the organization.

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of non-complex machines and equipment (adding machines, calculators, copy/fax machines, etc.)

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None

- Alphanumeric Data Entry: None
- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: None
- Programming Languages: None
- Spreadsheet: None
- Word Processing/Typing: None

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Moderate (business office with computers/printers, light traffic, etc.)
- Working Conditions: Periodically exposed to such elements as noise, intermittent standing, walking, pushing, carrying, or lifting; but none are present to the extent of being disagreeable.

Physical Demands

Physical Activities

- Stand: Never
- Walk: Never
- Sit: Never
- Use hands to finger, handle, or feel: Never
- Reach with hands and arms: Never
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Never
- Talk or hear: Never
- Taste or smell: Never

Weight Lifted

- Up to 10 pounds: Never
- Up to 25 pounds: Never
- Up to 50 pounds: Never
- Up to 100 pounds: Never
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Physical Demand: HIGHLY REPETITIVE, MODERATELY PHYSICAL. HIGHLY REPETITIVE type of work which requires SOMEWHAT DIVERSIFIED physical demands of the employee.

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