Senior Center Lead Cook

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 :** Senior Services Superintendent
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, leads staff in the production and volume cooking of meals and special dietary items in a large scale kitchen setting; develops and evaluates processes for food preparation and serving of large volume meals in accordance with menu standards; ensures that food is handled and prepared in accordance with Arkansas Department of Health food establishment regulations; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leads in the meal production and volume cooking of meals and special dietary items for congregate and homebound programs; develops and evaluates processes for food preparation in accordance with menu standards; ensures all menus, meals, kitchen processes and reporting comply with program specifications.

Follows directions and instructions for the safe operation and sanitary handling of food items in accordance with ADH food establishment regulations; serves as the primary contact for the ADH and facilitates site inspections when on duty.

Proposes the monthly schedule of meals to be served and past meal attendance; prepares and maintains daily usage forms and required records on the quantity and type of meals prepared and served; estimates the number of meals to be served based on projected attendance and program enrollment.

Prepares meals utilizing a variety of kitchen utensils and equipment that pertains to food preparation or cleaning.

Leads, schedules and directs the work of kitchen staff and volunteers; trains staff in safe operation of kitchen equipment per manufacturer's specifications and in accordance with established policies and procedures; provides task-oriented feedback to staff and volunteers and consults with supervisor on personnel and related kitchen matters

Checks quality and preparation of food by visual inspection and tasting to ensure meals are served in accordance with internal policies and procedures and food quality standards and makes or directs

needed corrections; inspects perishable foods for freshness and disposes of foods that are spoiled or past expiration date; inspects kitchen and dining areas for cleanliness and orderliness.

Maintains food, kitchen supplies and equipment inventory; orders food items, and kitchen and cleaning supplies from vendors, checks received items for correct specifications and amounts, and evaluates the cost to determine which items and supplies should be purchases; reviews kitchen equipment specifications and recommends the purchase of new equipment when needed.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises a SMALL GROUP (3-7) of employees, usually of LOWER CLASSIFICATIONS. Assigns and checks work; assists and instructs as required and performs same work as those supervised, or closely related work, a portion of the time. Content of the work supervised is of a non-technical nature, but presents numerous situations to which policies and precedents must be interpreted and applied.

RESPONSIBILITY FOR FUNDS, EQUIPMENT, PROPERTY, ETC.

Same as Degree 4, but loss would range from $150,000 to $1,000,000.

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

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

High school or GED, 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

2 years related experience and/or training.

EXPERIENCE MANAGEMENT

1 to 6 months related management experience.

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 direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL 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.

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

CLOSE MENTAL DEMAND. Operations requiring CLOSE AND CONTINUOUS ATTENTION for control of operations. OPERATIONS REQUIRING INTERMITTENT DIRECT THINKING to determine or select the most applicable way of HANDLING SITUATIONS regarding the organization's administration and operations; also, to determine or select material and equipment where highly variable sequences are involved.

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.

ACCOUNTABILITES

FREEDOM TO ACT

STANDARDIZED. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

SMALL: Job creates a monetary impact for the organization from $100K to $1MM.

IMPACT OF JOB ON END RESULTS

MODEST IMPACT. Job has some impact on the organization's end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas Drivers License

ServSafe Food Handler Certification

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

ServSafe Manager 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

- Spreadsheet: Basic
- Word Processing/Typing: Basic
- Other: Basic
- 10-Key : Basic
- Accounting: Basic
- Alphanumeric Data Entry: Basic

- Contact Management: Basic
- Database: Basic
- Human Resources Systems: Basic
- Payroll Systems: Basic
- Presentation/PowerPoint: Basic
- Programming Languages: Basic

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

- Stand: Regularly
- Walk: Regularly
- Sit: Occasionally
- 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: Continuously
- Up to 25 pounds: Regularly
- Up to 50 pounds: Frequently
- Up to 100 pounds: Occasionally
- 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).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).
- 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.): Regularly
- 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.): Regularly
- 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): Frequently
- 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 20:23:12 GMT+0000 (Coordinated Universal Time)