Bryant Parks Committee

Bishop Park Administration Building - Conference Room

Date: May 12, 2026 - **Time:** 6:00 PM

Call to Order

Approval of Minutes

1. April 14 Parks Committee Meeting

- Minutes-ParksCommittee-April2026 (1).pdf

Associations / Club Reports

2. Central Arkansas Soccer Club Annual Report

Director's Report

3. Parks Department Monthly Summary

- Parks Directors Report - April2026.pdf

Public Comments

Old Business

Parks and Recreation

4. Request to sublease Property

The Bryant Youth Association is requesting to sublease their space at Bishop Park to initiate academy; and for other purposes

- resolution_2026-23_bya_academy-docx.pdf

New Business

Parks and Recreation

5. Request to add Senior Services Superintendent Position

The Senior Services Superintendent will serve as the division lead for the newly added Senior Services Division within the Parks and Recreation Department. This position will be included on the Parks Leadership Team and oversee all day to day operations for the Senior Adult Center and Home Delivered Meal programs.

- Senior_Services_Superintendent.pdf

6. Request to add Senior Services Coordinator Position

The Senior Services Coordinator will assist the Senior Services Superintendent with the daily operations of the Senior Services Division. This position will directly support programming within the Senior Adult Center and assist with administration of Home Delivered Meals.

- Senior_Services_Coordinator.pdf

7. Request to add Lead Cook Position

The Lead Cook will serve as manager over the Senior Adult kitchen and kitchen staff. They will be responsible for preparing congregate meals at the Senior Adult Center, along with managing kitchen inventory and supplies.

- Senior_Center_Lead_Cook.pdf

8. Request to add Parks Staff Position

The Parks Staff position will serve as a support role for the Center front desk, Parks programming, and Senior Adult Services as needed. With the upcoming addition to Senior Adult Services, as well as, the expansion of internal parks programming; including the addition of Fall Flag Football, it is necessary to bring on another full-time staff position so that we are not overly dependent on part-time positions with frequent turnover.

- Parks_Staff_FT.pdf

9. Request to add Cook Position - Part Time

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

- Senior_Center_Cook_-_Part-Time.pdf

10. Request for approval to rebuild Mills Park Basketball Court

We would like to rebuild the basketball court at Mills Park with a concrete slab, new surfacing and paint, and new goals. The funding will come from the remainder of Amendment 78 money along with a donation from a local family.

11. Request for approval to serve alcohol at special event

I am requesting for approval from Parks Committee to allow alcohol to be served inside the upstairs event room at The Center at Bishop Park on the evening of May 29 for Bingo Burger Bash. The event is being administered by Leadership Saline County, Class XX and will a portion of the proceeds will go to benefit the Bryant Youth Association.

- Alcohol Policy (2).pdf

Committee Comments

Adjournments

Bryant Parks Committee Meeting

Apr 14, 2026 6:00 PM

Bishop Park Administration Building - Conference Room
6401 Boone Rd

UNAPPROVED MINUTES

Call to Order - Renee Curtis at 6:00 PM

Committee Members Present - Amanda Jolly, Renee Curtis, Jennifer Benning, Lynn Farmer, Chera Moore, Drew Martin and Tony Williams
Others Present - Parks Director Keith Cox, Community Outreach and Engagement Coordinator Cassie Henry-Saorrono, Center Superintendent Ebonee Scott, Parks Superintendent Dale Sanford, Program Coordinator Hunter Bolin, Communications Manager Jordan Reynolds, Community Engagement Committee Member Rene Mosely and City Council Members Butch Higginbotham and Jack Mosely.

Approval of Minutes

1. **March 10 Parks Committee Meeting**

Motion to approve by D. Martin, seconded by Benning. Motion carried.

Associations / Club Reports

There were no Associations / Club Reports

Director's Report

2. **Parks Department Monthly Summary**

Cox presented the monthly summary of activities, events and updates. He said that he would like to go ahead and move to the Programming Annual Report so that the programming staff can get back to the programs that are currently in session, then he would come back and give an update on current projects.

3. **Parks Department Programming Annual Report**

Ebonee Scott presented an update on Center rental activity and memberships, reporting that the facility continues to average approximately 27 events per month, ranging from birthday parties and basketball tournaments to professional gatherings. She also provided an overview of senior-focused memberships, including SilverSneakers and other senior adult programs. Ms. Scott credited Hunter Bolin for recent progress in program development and noted that the Department will continue expanding fitness classes and non-sports programming.

Hunter Bolin provided a brief summary of the youth basketball program, reporting strong participation with more than 680 youth involved this past season. He also outlined upcoming

Spring and Summer programs, noting the return of established offerings such as men's basketball and archery, as well as the introduction of new programs including youth kickball and youth flag football.

Cox then provided a capital projects update, sharing images of the newly installed parking lot lighting at Bishop Park. He reported that the bid opening for the Alcoa-to-Mills Park connector trail is scheduled for May 5, with the goal of beginning construction this Summer. Cox concluded with an update on the remaining Amendment 78 funds.

Public Comments

There were no Public Comments

Old Business

There was no Old Business

New Business

4. **Request for Sale of Equipment**

Cox requested a recommendation to the City Council authorizing the Parks Department to auction a backhoe that is no longer in use due to the cost-prohibitive repairs required to keep it operational. He noted that the equipment will be listed for sale through GovDeals.

Motion to recommend to Council by D. Martin, seconded by Moore. Motion passes.

Committee Comments

D. Martin asked for an update on the operations of the Senior Adult Center and discussion followed.

Adjournment

Motion to adjourn by D. Martin, Seconded by Moore. Motion carried.

Bryant Parks and Recreation
Director's Report
April 2026

Programming & Events

- Youth kickball, a new program for the department, began this month at Alcoa 40 Park.There were 43 kids across two different age groups.
- Youth Tennis Lessons for the Spring started at Mills Park. We saw the highest enrollment in Tennis Lessons since July of 2024 with 28 kids across all age groups.
- Youth Volleyball Lessons ran for a second time this spring in late April. 27 kids attended this second session and 17 kids attended the 1st session.
- Youth Archery, Art Classes, and Youth Pickleball all start in late May and June.
- Youth Flag Football registration is open and we are excited to host it in-house. It will start in Late August.
- Adult Pickleball ran an Indoor and Outdoor League during April. The Indoor League included 18 teams, and the Outdoor League included 24 teams. We also have an upcoming tournament at the Joyce Boswell Tennis and Pickleball Complex at Mills Park with 12 teams on May 16th in partnership with Saline County Library for Family Fun Fest.
- Men's League Adult Basketball has 7 teams in total. We are focusing on smaller leagues so all teams play each other.
- The Center at Bishop Park was utilized for the following events & programs:
    - April 3rd & 4th- The gym was rented out for a craft and vendor fair.
    - April 11th- Republic Trash and Waste Services utilized their comped space for a meeting.
    - April 24th- A retirement party was held for Assistant Police Chief JW Plouch. This space was provided for free.
    - April 27th-30th- All upstairs meeting rooms were used by the City of Bryant for Bryant Leap Forward Campaign. This space was provided for free.
    - 21 additional non-recurring events were held at The Center throughout the month of April.
- BASE held their annual Easter softball tournament on 4/11/26 at Bishop Park Softball Complex.

Aquatics

- Hunter Heatley was hired as our new Aquatic Specialist. He attained his LGI certification through our April Certification Course.
- Held a Water Safety Instructor course with 6 participants, five of whom were from our facility and 1 from Hope.

Bryant Parks and Recreation
Director's Report
April 2026

- Held a Lifeguard Instructor Certification Course. We had 5 participants from outside our organization, representing Little Rock, Drasco, Pine Bluff and Conway.
- Held an in-house Lifeguard Recertification class for 7 of our employees.
- Aquatics Coordinator Compassion Moomey attended the Hire a Hornet event at Bryant High School for summer employment recruitment.
- Began cleaning and preparing Mills Park Pool once the cover was removed.
- Work continues on converting the Splash Pad to a flow-through system.

Parks Maintenance

- Checked that all newly installed parking lot lights are up and working.
- Serviced all pool heaters and had new filters installed.
- Removed and stored cover for Mills Park Pool.
- Installed a new raised water spigot at the Bishop Park Community Garden
- Prepped softball fields at Alcoa Park for youth kickball
- Repaired Alcoa Park sign with new rock and concrete after vandalism.

Parks Administration

- Parks Assistant Director Matt Martin attended the Indiana University Executive Development Program for Parks Professionals on April 19-22. IUEDP is organized around a two year curriculum focusing on leadership and management skill development.
- Parks Director Keith Cox attended the Arkansas Water Works & Water Environment Association's Annual Arkansas Water Conference on April 27 in Hot Springs. He was invited to speak at the event as part of their Leadership track.

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE SUBLEASE OF A PORTION OF PROPERTY LEASED BY THE BRYANT YOUTH ASSOCIATION TO INITIATE ACADEMY; AND FOR OTHER PURPOSES.

WHEREAS, the City of Bryant, Arkansas (the "City"), is the owner of certain real property and improvements leased to the Bryant Youth Association (the "BYA"); and

WHEREAS, the lease agreement between the City and BYA permits BYA to sublease portions of the leased premises with the prior approval of the City; and

WHEREAS, BYA has requested approval from the City Council to sublease certain rooms, recreation areas, and portions of the building to Initiate Academy for educational and related purposes; and

WHEREAS, the City Council finds that the proposed sublease will not interfere with the primary recreational purposes of BYA and is consistent with the public interest, health, safety, and welfare of the citizens of Bryant; and

WHEREAS, the City Council further finds that granting such approval is in compliance with the terms of the existing lease agreement and applicable laws of the State of Arkansas.

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

SECTION 1. The City Council hereby approves the request of the Bryant Youth Association to sublease a portion of its leased premises, including certain rooms and recreation areas, to Initiate Academy, subject to the terms and conditions of the existing lease agreement between the City and BYA.

SECTION 2. The sublease agreement between BYA and Initiate Academy shall be consistent with the terms of the master lease and shall not assign or transfer any greater rights than those held by BYA under its lease with the City.

SECTION 3**.** The use of the premises by Initiate Academy shall be limited to a maximum of twenty (20) students at any given time unless otherwise approved by the City Council.

SECTION 4. BYA shall remain fully responsible for compliance with all terms, conditions, maintenance obligations, and liabilities under the original lease agreement with the City.

SECTION 5. The Mayor and City Clerk are hereby authorized to execute any documents necessary to evidence the City's approval of the sublease, consistent with this Resolution.

PASSED AND APPROVED this ____ day of _____, 2026.

Approved: Attest:

_____ _____

Mayor Chris Treat Mark Smith, City Clerk

Senior Services Superintendent

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 :** Assistant Director of Parks and Recreation
Physical Location For This Position : Bishop Park	**This Position Is :** Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

Under general supervision from the Parks Director and Assistant Director, directly supervises and coordinates programming for the Senior Services Division within the Parks & Recreation Department; prepares and manages associated budgets and staffing plans; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees the daily operations of the Senior Center and organizes daily programming of the facility for social, physical, and mental well-being of the senior population.

Selects, trains, supervises, and directs the work of staff, volunteers, and contracted instructors; prepares work schedules, tracks staff hours and verifies payroll; provides instructions, conducts staff meetings, assists in the development of staff training opportunities for required continuing education credits, implements and interprets policies and procedures; evaluates the work of subordinates and participates in disciplinary actions as required.

Assists with developing and revising program goals and objectives with measurable outcomes, including implementation strategies to obtain desired results and cost-recovery; budget preparation and facilitation.

Works with community groups, partners, sponsors, and outside organizations or entities including the Senior Council and other committees.

Organizes and oversees the delivery of social and community services resources and information.

Oversees the grant application process, applies for grants, and manages the administration of grant funding for specific senior programs including preparation and associated reports.

Assists with planning menus for the senior nutritional program as prescribed by nutritional standards or requirements; assists with training and supervision of volunteers.

Conducts routine facility checks and inspections to ensure safety and general conformance to

department standards.

Monitors compliance with laws, rules, and regulations as they related to community and recreation services, senior adult services, health district, first aid and CPR requirements, and ensure that all rules and policies are being followed by staff and patrons; responds to inquiries, complaints, and requests from customers, interested community groups and citizens.

SUPERVISORY RESPONSIBILITIES

RESPONSIBILITIES FOR WORK OF OTHERS

Supervises a MODERATE SIZE GROUP (8-15) of employees engaged in important, complex operations, consisting of employees in different classifications who perform a wide variety of duties.

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? : Senior Center

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.

EXPERIENCE GENERAL

19 to 23 months related experience and/or training.

EXPERIENCE MANAGEMENT

12 to 18 months related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

MODERATELY DIRECTED. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

DECISION MAKING

Performs work operations which permit FREQUENT opportunity for decision-making of MAJOR IMPORTANCE which would have considerable effect on the final attainment of MULTIPLE MAJOR ACTIVITIES AND THE ORGANIZATION'S PROJECTS of a LARGE ORGANIZATION COMPONENT and ORGANIZATION'S CLIENTELE.

SUPERVISION RECEIVED

Under administrative direction, setting up own standard of performance. Virtually self-supervising. Reports to SENIOR MANAGEMENT of the organization.

ACCURACY

Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and MAY HAVE serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in 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 solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

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 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.
- Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.

- Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

ACCOUNTABILITES

FREEDOM TO ACT

MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

ANNUAL MONETARY IMPACT

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

IMPACT OF JOB ON END RESULTS

MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED

Valid Arkansas driver's license

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Aging services experience

CONTACTS WITH PUBLIC AND EMPLOYEES

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.

CONTACTS WITH EMPLOYEES

Contacts with other departments or offices AND ALSO frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

REGULAR USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/CDL, etc.)

SOFTWARE SKILLS REQUIRED

- Database: Intermediate
- Payroll Systems: Intermediate
- Presentation/PowerPoint: Intermediate
- Programming Languages: Intermediate
- Spreadsheet: Intermediate
- Word Processing/Typing: Intermediate
- Other: Intermediate
- Human Resources Systems: Intermediate
- 10-Key : Intermediate
- Accounting: Intermediate
- Alphanumeric Data Entry: Intermediate
- Contact Management: Intermediate

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: Regularly
- Stoop, kneel, crouch, or crawl: Regularly
- 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: Not Indicated

- More than 100 pounds: Not Indicated

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).
- Color vision (interpreting color software screens or reports; work duties that require the ability to identify and distinguish colors).

PHYSICAL DEMAND

SEMI-REPETITIVE, LOW PHYSICAL: SEMI-REPETITIVE type work which requires PERIODS OF CONCENTRATION FOR VARIED TIME CYCLES as prescribed by the tasks.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- 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

LEVEL OF NOISE

Moderate (business office with computers/printers, light traffic, 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 20:24:56 GMT+0000 (Coordinated Universal Time)

Senior Services Coordinator

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 Center 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, develops, coordinates, implements, schedules, and evaluates senior adult programs, activities, and services; and performs related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Secures instructors, vendors, promoters, and community resources and ensures they have required credentials/documentation/insurance; evaluates programs for effectiveness and participation levels; provides information for department brochure; ensures programming locations and instructors are scheduled and any related equipment and/or supplies are available and ready for use.

Coordinates, schedules, and evaluates the work of volunteers and contract instructors; ensures staff, volunteers and contract instructors adhere to policies and procedures for efficient and safe operations.

Assists in the oversight and coordination of facility/amenity rentals; conducts inspections of facilities to identify safety, security, and maintenance issues.

Provides customer service to patrons and resolves issues as required.

Reconciles cash Drawers.

Works with community groups, partners, sponsors, and outside organizations or entities including the Senior Council and other committees.

Organizes and oversees the delivery of social and community services resources and information.

Assists in the grant application and funding process; administers grant funds and prepares associated reports.

SUPERVISORY RESPONSIBILITIES

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.

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

What departments (if any) are supervised by this position? : none

EDUCATION AND EXPERIENCE

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college.

EXPERIENCE GENERAL

12 to 18 months related experience and/or training.

EXPERIENCE MANAGEMENT

1 to 6 months related management experience.

WORK SKILLS

ANALYTICAL ABILITY/ PROBLEM SOLVING

DIRECTED. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

PLANNING

CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.

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 simple multi-step instructions. Ability to deal with standardized situations with limited variables.

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 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.
- Ability to read, analyze, and understand general business/company related articles and professional journals; Ability to speak effectively before groups of customers or employees.
- Ability to write reports, business correspondence, and policy/procedure manuals; Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

ACCOUNTABILITES

FREEDOM TO ACT

GENERALLY CONTROLLED. General processes covered by established policies and

standards with supervisory oversight.

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

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 driver's license

CERTIFICATES, LICENSES, REGISTRATIONS PREFERRED

Aging services experience preferred

CONTACTS WITH PUBLIC AND EMPLOYEES

CONTACTS WITH PUBLIC

REGULAR CONTACTS with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a LIMITED type of problem for the organization.

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

REGULAR USE OF COMPLEX machines and equipment (desktop/laptop computer and software, road and production machines and equipment, driver's license/CDL, etc.)

SOFTWARE SKILLS REQUIRED

- Alphanumeric Data Entry: Intermediate

- Contact Management: Intermediate
- Database: Intermediate
- Human Resources Systems: Intermediate
- Payroll Systems: Intermediate
- Presentation/PowerPoint: Intermediate
- Programming Languages: Intermediate
- Spreadsheet: Intermediate
- Word Processing/Typing: Intermediate
- Other: Intermediate
- Accounting: Intermediate
- 10-Key : Intermediate

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: Regularly
- Stoop, kneel, crouch, or crawl: Regularly
- 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).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).

PHYSICAL DEMAND

SEMI-REPETITIVE, LOW PHYSICAL: SEMI-REPETITIVE type work which requires PERIODS OF CONCENTRATION FOR VARIED TIME CYCLES as prescribed by the tasks.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- 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

LEVEL OF NOISE

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.

ADDITIONAL INFORMATION

Not Indicated

Completed by: Charlotte Rue

Completed date: Thu May 07 2026 20:24:05 GMT+0000 (Coordinated Universal Time)

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)

Parks Staff FT

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 :** Center Superintendent
Physical Location For This Position : Center at Bishop Park	**This Position Is :** Non Exempt
This position is safety sensitive : No	**Security Sensitive :** No

GENERAL DESCRIPTION OF POSITION

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

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.

What departments (if any) are supervised by this position? : 0

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

0 to 6 months related experience and/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.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide numbers. Ability to perform these mathematical skills using money and other forms of measurement.

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.

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

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

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

CONTACTS WITH PUBLIC AND EMPLOYEES

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.

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

REGULAR USE OF NON-COMPLEX machines and equipment (adding machines, calculators, copy/fax machines, etc.)

SOFTWARE SKILLS REQUIRED

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

PHYSICAL DEMANDS

PHYSICAL ACTIVITIES

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

WEIGHT LIFTED

- Up to 10 pounds: Occasionally
- Up to 25 pounds: Occasionally
- 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).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).

PHYSICAL DEMAND

MODERATE DIVERSITY, MODERATELY PHYSICAL: Work activities which allow for a MODERATE AMOUNT OF DIVERSITY in the performance of tasks which requires SOMEWHAT DIVERSIFIED PHYSICAL DEMANDS of the employee.

WORK ENVIRONMENT

ENVIRONMENTAL CONDITIONS

- 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

LEVEL OF NOISE

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.

ADDITIONAL INFORMATION
Reviewed by K. Cox 07/07/225

Completed by: Charlotte Rue

Completed date: Tue Jul 08 2025 17:11:08 GMT+0000 (Coordinated Universal Time)

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)

Bryant Parks & Recreation Alcohol Policy
General Rules

1. All rules and regulations set forth by the State of Arkansas Alcoholic Beverage Control Division will be adhered to at all times when alcohol is being served at approved facilities.
2. No alcohol may be served or furnished to anyone under the age of 21. Anyone caught furnishing alcohol to a minor will be asked to leave the facility immediately and be subject to criminal prosecution.
3. The event must keep all alcohol contained in the room that they have rented. No alcohol will be permitted outside of approved facilities or approved locations within the Bryant Parks & Recreation locations. Bryant Parks reserves the right to ask any attendee to empty his/her cup before leaving the building. Bryant Parks reserves the right to contact the Bryant Police Department if the attendee does not comply.
4. All alcohol must be purchased and brought into the facility by an approved contractor with an off premises permit. You may obtain a list of approved vendors by going to the Alcohol Beverage Control website for the State of Arkansas.
5. No alcohol may be brought into The Center by the renter or guests of the event. Anyone caught bringing alcohol in will be asked to remove the alcohol from the facility immediately. Failure to comply will result in the Bryant Police Department being called.
6. Your alcohol request must be made at least 30 days prior to your event. Your room reservation will be held as a pending reservation until it is approved by Bryant Parks & Recreation.
7. The renter must contact the Bryant Police Department to provide security for any event that will have alcohol. Bryant Parks & Recreation will need proof of this prior to approval. The renter will be responsible for any fees associated with the hiring of security and also any fees associated with the approved contractor.
8. The Bryant Parks Department reserves the right to cancel any pending reservations that are not completed in a timely manner or if the renter has not complied with any of the above mentioned rules. A deposit may be required at the time of booking the reservation as a hold. The deposit is non-refundable.

I have read and understand the alcohol policies of Bryant Parks & Recreation.

Signature_____

Print _____

Date _____