

EVERYARKANSAN

Job title	EA KIDS Little Rock Team Member - Head Cook - Part Time
Reports to	EAK LR Program Lead

Job Description

An EA KIDS Little Rock Team Member is responsible for engaging and impacting the lives of kids in the EA KIDS Out of School Program by creating a fun, safe, and nutritious environment. This includes:

- Being a part of building and continuing a positive and collaborative culture
- Engaging and impacting the lives of kids
- Implementing the program's menu and schedule
- Maintaining program facilities
- Ensuring a strong, positive public image of the program

Duties and responsibilities

The following responsibilities serve as a general guide and are not exhaustive. The ultimate goal is to help fulfill our vision: **“Every Arkansan, chasing their God-given dreams.”**

Program Implementation

- Build relationships with the kids daily, be a source of consistency and accountability in their lives.
- Model Gospel behavior.
- Deliver curriculum based lessons provided by the Program Lead.
- Help with student discipline as needed
- Help keep program on schedule

Food Duties

- Cook, prepare, and serve meals to kids
- Create a monthly menu with a variety of options and aimed at healthy but delicious foods options the kids will eat.
- Ensure that there is a plan for food when you are not present
- Cater special occasions, such as family nights and other occasions
- Maintain a clean and operational kitchen, pantry and food service area.

Administrative Duties

- Maintain communication and respond to phone calls, Slack messages, and text messages in a timely and professional manner.
- Keep your Google calendar updated with clear and specific information.
- Plan with the Program Lead a menu that prioritizes healthy food that kids will eat and other administrative duties.

Facilities & Equipment Management

- Ensure all facilities are kept clean, organized and meet local, state, and federal safety regulations.

- Participate in daily cleaning, maintenance, and long-term planning for facilities and equipment.

Compliance

- Must be in full compliance with all childcare laws and safety standards.
- Be ready and willing to receive feedback and training from the OSP Team Lead on your performance.
- Able to change and adapt to the needs of the team and the children we serve.
- Bring a positive attitude and build up your team mates and provide support to the OSP Team Lead.

Parent & Community Engagement

- Serve as a public face of the program.
- Help organize, plan and schedule events outside of the OSP for the kids and their families.
- Engage with local community partners to bring new ideas, events or experiences for the kids.

EA Academy Involvement

- Help maintain and set up the building for its new dual purpose.
- Creating opportunities for Kids program and school crossover & collaboration

Volunteer Engagement

- Build relationships with and lead volunteer efforts to benefit the kids in our programs.
- Create opportunities for volunteer engagement across churches and communities.
- Actively recruit and work to bring in more volunteers.

Qualifications

The minimum qualifications required to successfully perform the job are as follows.

Qualifications include:

- High School Diploma or equivalent.
- Believe in the Mission and Core values of Every Arkansan
- Ability to be flexible and capable of coming up with alternative solutions on the spur of the moment.
- Excellent communication and interpersonal skills.
- Must possess a positive attitude. Believing that kids are not bad, they just make unwise decisions.
- 2+ years experience in child enrichment programs
- 2+ years in a kitchen environment

Working conditions

Let's be clear—this isn't a desk job. If you're looking for a quiet corner and a 9-to-5 routine, this probably isn't it. We're on the move—literally! Whether it's leading Bible studies, managing a team, or calming a frustrated parent, you'll be hands-on and fully present in the life of this program.

While your typical schedule will depend on the season, flexibility is key. When challenges pop up (and they will), we need someone who can show up with grace, confidence, and a cool head.

You'll encounter kids who test limits and parents who test your patience. Your role? Listen well, lead with love, and respond with truth—always in a Christ-like way. Standing firm doesn't mean being harsh; it means showing strength wrapped in compassion.

This job is messy, meaningful, and full of moments that matter. If you're in, bring your sneakers, your Bible, and your best "let's do this" attitude.

Physical requirements

This role comes with a full-body workout—no gym membership required. You'll need to run, jump, and play like one of the kids (maybe even outlast them). Expect to channel your inner camp counselor, lifeguard, and part-time WWE referee—all in the same day.

You'll be on your feet a lot, often in the heat, possibly holding a hose, dodging water balloons, or bracing for impact from a kid on a slip 'n slide. Quick reflexes are a plus.

Lifting little ones—whether it's for a comforting hug or a scraped knee rescue—is part of the job. So is squatting, kneeling, chasing, high-fiving, and carrying whatever the moment calls for.

In short: if you love Jesus, love kids, and don't mind getting sweaty while making an eternal impact, you'll do just fine.

Expected Hours

Hours vary based upon the programs that are taking place. During **the school year** you are expected to work daily from **Monday - Friday; 1pm – 6pm** with a 1-hour lunch. During **the summer** you are expected to work from **Monday - Friday; 8am – 1pm** with a 1-hour lunch. While we are able to be **flexible occasionally** for family emergencies and gaps in childcare. We are unable to allow consistent leaving of the program to attend to personal matters. **The Prime Time of Hours with the kids (1pm-6pm) need to be attended in full.** Additional programs may require you to work on Saturdays sparingly throughout the year.

Direct reports

You will directly report to the EA Kids Little Rock Program Lead.

I have received and reviewed this job description and understand the expectations for this role.

Team Member

Date

Approved by:	Carson Miller
Date approved:	August 19, 2026
Reviewed:	August 19, 2026