

## **Job Description**

**Role: Nursery cook**

**Location: Hornsey Road Children's centre**

**Hours: 25 per week 9am – 2pm Monday to Friday**

**Salary: £15,535.00**

### **Responsible to: Head of Centre & Head of Nursery**

Your employment within this company is conditional on compliance of the terms of the employment contract. This includes reference to a job description, the details of which are set out below.

Purpose of the post:

- To organise, cook and prepare a healthy balanced diet.
- Maintain hygiene, health, and safety.

### **Duties and responsibilities:**

#### **Cooking**

- Meet any individual dietary requirements of children with allergies or religious preference.
- Work with parents, health professionals, and setting staff to ensure children with specific requirements are catered for.
- Prepare lunch, and afternoon snacks, including fruit, fresh each day.
- Ensure that all food is probed to ensure correct temperatures are met and recorded for each meal.
- Be aware of current legislation relating to food preparation and ensure this is followed.
- Use healthy cooking techniques.

#### **Menus**

- Follow the set menus each week ensuring that each main meal contains a minimum of two portions of vegetables.
- Provide feedback and new ideas during menu review.
- Ensure there are sufficient provisions ordered to provide food for the whole menu each week.
- Source the best and most cost-effective providers of fresh fruit, meat, and other provisions

#### **Food**

- Check all deliveries and ensure food is of an acceptable standard.
- Ensure any excess food is stored correctly and dated.
- Ensure all food prepared is within date.

- Prepare food age appropriately – smooth and blended for babies etc.
- Cook appropriate quantities to avoid waste or shortages.
- Ensure portion sizes are age appropriate.

## Hygiene

- Maintain very high standards of hygiene in the preparation of the food and in the kitchen and storage areas.
- Ensure the cleaning schedule is adhered to.
- Ensure the cleaning rota is up to date and maintained.
- Wash up all crockery, utensils, and equipment after every prepared meal.
- Record keeping
- Ensure all statutory records are maintained and are checked by a supervisor once a month.
- Ensure temperatures of the fridge and freezer are recorded on a daily basis and the appropriate records are kept.
- Ensure any cover staff are aware of records that need to be kept in your absence.
- Ensure any missing records are updated as soon as it is noticed, it is your responsibility to ensure there are no gaps in these records even if you are not in work.

## General

- Take responsibility during any Environment Health checks and bring any issues to supervisors' attention immediately.
- Use equipment appropriately so as to maintain its longevity.
- Ensure dress is appropriate for your duties following the company dress code and including covering of hair.
- Always maintain confidentiality.
- Provide a professional image for the Company and act appropriately whilst being perceived to be representing our company.

## Training and development

- Undertake any additional training necessary to fulfil your role.
- Ensure Basic Food Hygiene certificate is always up to date.
- Attend the company training days twice per year.

## Staff team

- Ensure good working relationships and show respect to your colleagues and supervisors.
- Support all other staff and engage in promoting a happy and enjoyable working environment.
- Be flexible within the working practices of the setting.
- Listen and respond appropriately to instructions from supervisors.

carry out other duties appropriate to the post as and when required.

**Person specification:**

<b>Requirements</b>		
<b>Education and Experience</b>		
<b>E1</b>	Level 2 Award in Food Safety and Catering	
<b>E2</b>	Experience working in a childcare environment.	
<b>E3</b>	Experience in preparing menus, with an awareness of Healthy choices and food allergens	
<b>KNOWLEDGE, SKILLS and ABILITY</b>		
<b>E4</b>	Knowledge and understanding of Environmental Health Food Safety and of Health and Safety regulations, guidelines, and record keeping	
<b>E5</b>	Excellent understanding of children's nutritional needs.	
<b>E6</b>	Ability to work to own initiative and organise own workload without supervision.	
<b>E7</b>	Awareness of budgeting in the kitchen and ensuring there is minimal waste	
<b>E8</b>	Ability to communicate effectively	
<b>E9</b>	To be friendly and able to take instruction	
<b>E10</b>	Ability to prepare and serve food within a strict timeline	
<b>E11</b>	Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	
<b>Equal opportunities</b>		
<b>E12</b>	Ability to adhere to the organisations equal opportunity policy	
<b>Special requirements of post</b>		
<b>E13</b>	This role will require you to obtain an Enhanced satisfactory clearance from the Disclosure and Barring Service formally known as the Criminal Records Bureau (CRB) Disclosure	