

Happy Nursery Days / Ekaya Housing Association Limited



NURSERY KITCHEN ASSISTANT

Salary:	As Advertised
Reports To:	Nursery Manager
Hours:	12.5 hours per week (part time)
Required Qualification:	Food Hygiene Certificate

JOB DESCRIPTION

OBJECTIVE OF POST

To assist the Nursery Cook in the preparation of meals and snacks, when required and to maintain high standards of hygiene.

Key Responsibilities

1. To maintain a high standard of hygiene at all times and to follow infection/cross contamination control procedures
2. To be aware of Special Dietary Needs - referring to food allergies, food intolerances, cultural needs, vegetarian requirements and any other, according to the Special Dietary Needs form in the kitchen
3. To be aware of and carry out duties in connection with Health and Safety at work (e.g. Risk Assessments, COSHH, RIDDOR etc)
4. To be familiar with procedures carried out in case of an accident / fire
5. To follow standard food hygiene procedures (e.g. food temperature checks and monitoring; recording this daily).

MAIN DUTIES AND RESPONSIBILITIES

1. To assist in the preparation of healthy meals and snacks, as required
2. To ensure all areas of the kitchen are hygienically maintained at all times, in accordance with Health & Safety Regulations.
3. To ensure that equipment and materials (including the dishwasher, microwave, oven, fridges and freezers) are cleaned and everything is cleared away leaving the kitchen neat and tidy at the end of the day in line with the daily and weekly cleaning checklist

4. To ensure that equipment is maintained in good order and that any faulty or potentially dangerous equipment is immediately removed and reported to the Nursery Management Team.
5. To defrost fridges and freezers on a regular basis to maintain efficiency as requested

This job description should be operated with reference to all of the Association's agreed policies and procedures including Equal Opportunities, Health & Safety and the Staff Code of Conduct.

This job description describes the current duties and responsibilities of the post. No job description can be entirely comprehensive and the post holder will be expected to carry out such duties as may be required from time to time and are broadly consistent with the job description. The job description will be subject to periodic review in the light of experience.

However, as the post evolves, gradual changes to the duties may occur. Where substantial changes occur either which affect other post-holders or the level of responsibility of the post consultation will take place with the staff affected as appropriate.

Signed: _____ Date: _____
(Post-holder)

Signed: _____ Date: _____
(Human Resources)

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NURSERY KITCHEN ASSISTANT

PERSON SPECIFICATION

Education / Qualification

Basic Food Hygiene Certificate	Essential
Other related training	Desirable

Knowledge/ skills and abilities

Ability to implement and maintain a high standard of hygiene, including recording cleaning schedules	Essential
Demonstrate ability to work as part of a team	Essential
Good Communication skills	Essential
Knowledge of Health & Safety (including Fire safety Regulations and Hygiene)	Essential
Good time management Skills	Essential
First Aid Certificate	Desirable
Flexible attitude to work	Essential
Knowledge of the concept of confidentiality	Essential

Experience

Experience of working in a non-domestic kitchen	Essential
Working unsupervised	Essential

Special Requirements

Requirement to proven enhanced disclosure	Essential
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