

Happy Nursery Days / Ekaya Housing Association Limited



NURSERY COOK

Salary:	£15,530 per annum
Reports To:	Nursery Manager
Hours:	40 hours per week
Required Qualification:	Food Hygiene Certificate

JOB DESCRIPTION

OBJECTIVE OF POST

To plan, prepare and cook nutritious and balance food to meet the needs Of all children, ensuring that all legal, safety and individual requirements are met.

Key Responsibilities

1. To provide fresh, nutritious and well presented meals, suitable for children and babies, under the age of five, according to the current menus
2. To maintain a high standard of hygiene at all times and to follow infection / cross contamination control procedures
3. To constantly 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
4. To be aware of and carry out duties in connection with Health and Safety at work (e.g. Risk Assessments, COSHH, RIDDOR etc) and to update and manage the Safer Food, Better Business file daily
5. To be familiar with procedures carried out in case of an accident / fire
6. To follow standard food hygiene procedures (e.g. food temperature checks and monitoring; recording this daily).

MAIN DUTIES AND RESPONSIBILITIES

1. To prepare a healthy morning snack for each of the nursery rooms, as required
2. To prepare a nutritious cooked lunch in line with the current menu, ensuring all children's needs are met and to include suitable puréed food for babies
3. To prepare afternoon tea in line with the current menu
4. To ensure a small supply of suitable frozen meals are always available in the freezer, for emergency use
5. To ensure all areas of the kitchen are hygienically maintained at all times, in accordance with Health & Safety Regulations.
6. To ensure that equipment and materials (including the dishwasher, microwave, oven, fridges and freezers) are cleaned and everything is cleared away leaving the kitchen is neat and tidy at the end of the day in line with the daily and weekly cleaning checklist
7. 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.
8. To ensure stocks in the dry store are rotated daily and stock is monitored and maintained through the weekly shopping order
9. To defrost fridges and freezers on a regular basis to maintain efficiency
10. To promote healthy eating to children and staff through interacting over meal times and taking an interest in the development of a vegetable patch/ herb garden
11. To always have a ready supply of recipes for staff to use with the children and to ensure an availability of equipment for the children to experience cooking with

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 COOK

PERSON SPECIFICATION

Education / Qualification

Basic Food Hygiene Certificate **Essential**

Other related training **Desirable**

Knowledge/ skills and abilities

Demonstrated ability to implement and maintain a high standard of hygiene, including establishing and recording cleaning schedules **Essential**

Demonstrate ability to plan a four week rota of nutritional balanced meals suitable for children from weaning stage to 5years old **Essential**

Demonstrate ability to work as part of a team **Essential**

Good Communication skills **Desirable**

Knowledge of Health & Safety (including Fire safety Regulations and Hygiene) **Essential**

Excellent time management Skills **Essential**

First Aid Certificate **Desirable**

Ability to ensure correct stock rotation **Essential**

Flexible attitude to work **Essential**

Ability to maintain All relevant records **Essential**

Knowledge of the concept of confidentiality **Essential**

Experience

Experience of working in a non domestic kitchen **Essential**

Producing a menu within budget and managing food purchase list **Essential**

Working unsupervised in a kitchen environment **Essential**

Catering for special dietary needs, including allergies and cultural differences

Essential

Experience in liaising with Environmental Health

Desirable

Special Requirements

Requirement to proven an enhance disclosure

Essential