



Job Description

Nursery Cook

Role of Nursery Cook

- Ordering food
- Planning menus according to a fixed budget and following guidelines on nutrition and healthy eating
- Monitoring and managing supplies
- Developing relationships with food/caretaking suppliers
- Liaising with nursery manager and Company Secretary
- Complying with food safety legislation
- Complying with all hygiene legislation

Purpose

To ensure the safe preparation of fresh nutritious meals complying to all Health & Safety and Food Hygiene standards, allergies and individual parent/carer/child preferences as agreed.

To ensure a safe, clean and welcoming environment where the children can feel happy and confident.

To respect and understand the confidentiality of information received at all times and not to take any child/parent/carer information off the premises without approval from the Directors.

The company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To work under the direction of the Directors/Managers supporting the aims and objectives of the Nursery and to assist the Directors in providing high quality care at all times displaying your enjoyment of being with children.

MAIN DUTIES

1. To produce appropriate spring/summer and autumn/winter menus with recipes and breakdown of allergens for children meals.
2. To prepare, cook and serve all nursery meals. To wash, dry and clear away all breakfast, lunch and tea items during the day.
3. To ensure relevant paperwork is kept up to date and attend EHO visitation with 5 star hygiene expectation as outcome.
4. To complete online orders for groceries with Asda Nursery supply on an as required basis. To ensure delivery is checked, stored appropriately, labelled and stock rotated.
5. To order bulk stock items on a timely manner from media@sh-advertising.co.uk Karl on 564 0300.
6. To ensure that the Nursery kitchen and associated areas are clean, presentable and free from hazards at all times.
7. To operate the nursery laundry ensuring ample supply of clean clothing/blankets/etc
8. To ensure that any maintenance requests are made in a timely manner and that equipment and consumables are safe for use advising when replacements required along with preferred option.
9. To ensure the highest standards of safety, hygiene and cleanliness are maintained at all times in the food preparation areas by the creation of relevant risk assessments and the timely completion of daily/weekly/monthly tasks and records.
10. To ensure that all instructions listed on the Kitchen Checklist are adhered to.
11. To carry out risk assessments on Health and Safety within the kitchen and food preparation area every 6 months and report to the Nursery Manager once completed.
12. To protect the health, safety and welfare of all children at all times within the Nursery and be familiar with the nursery's fire alarm system all emergency escape routes and follow up actions.
13. To assist in organising Open Days, coffee mornings. Children's outings to the park, wildlife, farm, and special and specific fundraising events for charities, etc.

ALL STAFF MUST

Keep up to date with current practices and legislation and advise the Directors for consideration.

Carry out tasks as described in the company's Quality Manual, operating and completing associated paperwork as laid down.

Undertake any duties within your capabilities as instructed by the Directors/Managers.

Abide by the Company's Standard Conditions of Employment as laid out in your Rules and Standard Conditions of Employment, as supplied.

Carry out any other activities within your capabilities as instructed by the Directors.

To take exceptional care with your own personal hygiene and cleanliness of uniforms creating a good example to the children in our care.

REPORTING RESPONSIBILITY

Direct Manager - ON SITE

In absence Deputy Manager - ON SITE
or Director/Manager - OFF SITE

Indirect: *Jean Hindmarsh - COMPANY SECRETARY*

Ultimately: *Stewart Hindmarsh - MANAGING DIRECTOR*

It is the responsibility of the employee to identify training and development needs, in line with nursery requirements. It is the responsibility of the Directors/Manager & Lead Practitioners to identify training and development courses/sources and to make available resources for training and to support staff in any of their vocational training development.

There are many qualifications available to catering staff. One or more of these would be an advantage to hold current certification for example,

Level 1 Certificate in Food Preparation and Cooking

Level 2 Award in Food Safety in Catering (often known as a food hygiene certificate)

Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking/Kitchen Services)

Level 3 Award in Supervising Food Safety in Catering.

