



Job Specification

Nursery Cook/Chef.

Report to: - Nursery Manager (in their absence the Senior on duty)

Qualifications:

The applicant ideally will have completed a recognised qualification in food handling.

Either: -

1: City and Guilds Catering

or

2: NVQ II Food Preparations

In addition, the candidate **must** hold a level 2 Food Safety Certificate as minimum and be willing to work towards a level 3 food safety qualification.

If this certificate has lapsed, it is expected to be completed within one month of conditional offer. Expected to have or work towards an Allergen awareness course.

Experience:

In food preparation and cooking in quantity.

Working within the guidance of a food safety management system, (ours being SFBB), HACCP; and Allergen Awareness.

Duties and Responsibilities:

Environment

- ✘ Responsible for health and safety in the kitchen at all times.
- ✘ To implement and carry out rules and regulations within the workplace.
- ✘ To wear dress code/uniform appropriate to profession. (i.e., whites, headgear etc.). No nail varnish or false nails, hair tied up.
- ✘ Responsible for the cleanliness/maintenance and upkeep of equipment.
- ✘ Be pro-active in ensuring the safeguarding of children and promoting their welfare.

Meals

- ✘ Prepare, provide and deliver meals to rooms as necessary. (On trays under 2's unit or trolley over 2's unit and collect when meal completed.
- ✘ Ensure that the preparation of food complies consistently with high standards of hygiene and health and safety.
- ✘ Quantity of meals to be provided are three meals each day, snack, two-course lunch and high tea for a maximum of 40 children. Term time, plus during school holidays those meals requested for Holiday Club children.

- ✘ In addition to the main menu, provide suitable substitutes for varying dietary requirements as requested by nursery practitioners, medical professionals, and the children's family.
- ✘ To present food in an attractive manner and contribute to healthy eating policy.
- ✘ Responsible for the food preparation/cooking and cleaning as you go.
- ✘ Be creative with the menus to allow for seasonal produce and special offers, catering for special events and festivals, within the restraints of the budget and to reflect the diversity of the children, their families and staff culture. E.g., Hannukah, Holi, Christmas
- ✘ Support nursery practitioners in cooking activities with children.

Documentation

- ✘ Review menus annually, in accordance with North Star Nursery's food policy, EYFS guidance and National Strategies for Healthy Eating and tackling obesity.
- ✘ Ordering and purchase of food and stock control/rotating supplies/use by dates.
- ✘ To liaise with Nursery Manager and to order/buy within strict budget allowance.
- ✘ Responsible for keeping records such as cleaning schedule and evaluating policies such as Food Policy
- ✘ To devise and monitor procedures for food requests (i.e., vegetarian, allergies, numbers to cater for)
- ✘ Order and maintain the data for milk orders and deliveries.
- ✘ Order and maintain stock of consumables (e.g., paper towels, cleaning materials)
- ✘ Maintain stock of "Messy play" resources (e.g., flour, cereals, shaving foam).

Other

- ✘ To be able to communicate effectively with staff at all levels including students both orally and in written communication.
- ✘ To participate in training to develop oneself in the post and maintain current, relevant knowledge.
- ✘ Train new staff in the safe and appropriate use of equipment e.g., food temperature probe.
- ✘ To contribute to the team effort of the Nursery and to attend social events concerned with the Nursery.
- ✘ Be courteous to visitors and assist other professionals, Environmental Health Officer, Ofsted Inspector and Fire Officer, this is not an exhaustive list.
- ✘ To familiarise yourself with children, their individual dietary needs and liaise with family members accordingly to glean valuable information from them.
- ✘ Be willing to support staff in rooms to help maintain ratios in emergencies. e.g., medical, evacuation.
- ✘ To undertake such additional or amended duties appropriate to the post as required by the Nursery Manager/ Management Committee.

Conditions of Service:

Hours of work – 9:00am to 4:30pm Monday to Friday

Working Week – 32.5 hours (excluding breaks)

To be reviewed annually – last review May 2021.