

JOB DESCRIPTION

Job Title	Nursery Cook
Level	City and Guilds 706/1 (or equivalent), Food Hygiene Certificate (essential) City and Guilds 706/2 (desirable)
Salary Scale	£9.00 - £9.70
Location	4 Street Nursery / Northwood Nursery

Main purpose of the position

To support the Catering Manager in providing a varied, healthy and well balanced menu for children.

Supervisory responsibility

This role does not directly supervise other employees; however, support may be required on occasions.

Main responsibilities and tasks

- To support the nursery's commitment to safeguarding children in all aspects of the nursery service.
- To ensure the inclusion of all children, parents, staff and other nursery users reflecting the individual needs and cultural backgrounds of families attending.
- To demonstrate high levels of communication in all aspects of their role ensuring relevant information is disseminated appropriately and in a timely manner.
- To maintain a clean, hygienic and well organised working environment in the kitchen.
- To adhere to individual dietary requirements, ensuring that dishes are created for all children to meet their needs.
- To prepare, cook and serve of a range of dishes, having regard to quantity as appropriate for the number of children attending.
- To develop seasonal menus, researching ideas and offering suggestions for dishes to include.
- To have an awareness of kitchen budgets to ensure best prices and service is offered without compromising on quality of produce, researching suppliers as necessary.
- To be fully conversant with all catering administration systems, working proactively to ensure accurate and up to date records relevant to the kitchen e.g. fridge temperatures are maintained.
- To prepare and carry out weekly ordering reflecting numbers of children attending.
- To liaise with staff to ensure regular cooking activities are planned with children to promote the company healthy eating ethos, supporting/leading activities as appropriate, encouraging good standards of personal hygiene, an understanding of basic food safety and promoting independence.

- To keep up to date with any food related issues which may affect the catering industry, acting on these to ensure the nursery reflects current legislation and good practice guidance.
- To routinely reflect on practice and provision in order to support your continued professional development.
- To liaise as appropriate with other professionals as appropriate e.g. Ofsted, Environmental Health.
- To have sound knowledge of and adhere to Health and Safety legislation, fire regulations and all policies and procedures, providing appropriate induction, training and ongoing support to ensure compliance.
- To be fully aware of and ensure implementation of all relevant criteria of the Safeguarding and welfare requirements.
-
- To actively participate in the review of policies, procedures and practices in line with legislation and other relevant guidance.
- To be proactive in the continuation of your own learning to further develop the existing provision.
- To attend and actively participate in performance reviews, supervisions, induction and training opportunities.
- To plan, provide and deliver relevant training to support the ongoing professional development of the catering team.
- To be accountable for the delivery of the above responsibilities and tasks.
- To undertake any duties set to you by the Management Team that will assist in the day-to-day running of the nursery.

JOB SPECIFICATION

Job Title	Nursery Cook
Level	City and Guilds 706/1 (or equivalent), Food Hygiene Certificate (essential) City and Guilds 706/2 (desirable)
Salary Scale	£7.50 - £8.50
Location	4 Street Nursery/Northwood Nursery

In order to be shortlisted, you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications which meet the essential criteria we will then use the desirable criteria to produce a shortlist.

Criteria	Skills/Attributes	Essential/ Desirable	Can be assessed at...		
			Application form	Practical interview	Interview/ Evidence
1.1	Demonstrate a non-judgemental and supportive approach to working with children and families.	E	✓	✓	✓
1.2	Ability to communicate clearly and effectively with children, parents and other professionals both verbally and in writing.	E	✓	✓	✓
1.3	Ability to produce relevant individual and accurate records appropriate to the kitchen e.g. temperature records, dietary records	E	✓		✓
1.4	Possess enthusiasm and a strong belief in the importance of a healthy diet on children's wellbeing	E	✓	✓	✓
1.5	Adaptable, flexible and willing to work in a variety of ways in both settings	E	✓		✓
1.6	Be organised, self-disciplined, reliable, conscientious and honest	E	✓		✓
1.7	Commitment to working collaboratively as part of a team and also to use own initiative without direct supervision	E	✓		✓
1.8	Commitment to providing a healthy well balanced diet for children.	E	✓	✓	✓
1.9	Model good practice and engage in self-reflection to enhance professional development	E	✓		✓
1.10	Model and promote safe working practices	E	✓	✓	✓
1.11	Able to work with people from a range of backgrounds with tact, sensitivity and confidentiality	E	✓	✓	✓
1.12	Commitment to working in anti-discriminatory way to ensure equality of opportunity.	E	✓	✓	✓

	Knowledge	Essential/ Desirable	Application form	Practical interview	Interview Evidence
2.1	Knowledge of current and relevant guidelines and Legislation	E	✓		✓
2.2	Knowledge and understanding of nutrition, dietary and allergy requirements	E	✓	✓	✓
2.3	Knowledge of Safeguarding and Child Protection Procedures and practice	E	✓		✓
2.4	Understanding of Health and Safety requirements	E	✓		✓
	Qualification/Experience	Essential/ Desirable	Application form	Practical interview	Interview Evidence
3.1	Full and recognised catering qualification e.g City and Guilds 706/1, NVQ (or equivalent)	E	✓		✓
3.2	First aid qualification	D	✓		✓
3.3	Basic food hygiene qualification	E	✓		✓
3.4	Intermediate food hygiene qualification	D	✓		✓
3.5	Commitment to undertake additional vocational qualifications/further training	E	✓		✓
3.6	Previous catering experience	E	✓		
Additional Information					
This post is exempt from The Rehabilitation of Offenders Act 1974 as the position involves working within the close proximity of young children. The post holder will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.					