

## Job Description

**Position Title:** Early Years Cook

**Reports to:**

### 1. Job Purpose

To be responsible for the effective running of the catering service at the nursery and responsible for a safe and healthy environment in the kitchen.

### 2. Main Duties and Responsibilities

#### Key Working Relationships

- Early Years Kitchen Assistant
- Lunchtime Assistants
- All team members at the nursery
- Children using the nursery aged 6 weeks to 5 years
- Families using the nursery
- Suppliers of provisions eg, food suppliers etc

#### Main Duties

- To plan and provide healthy nutritious menus taking into account the children's varying dietary requirements and statutory guidance
- To be responsible for mentoring and managing the Kitchen Assistant and supporting the Lunchtime Assistants
- To liaise with and maintain stocks from suppliers and be responsible for the ordering of all supplies
- Keep records and maintain service and adhere to the University HACCP Document, Assured Safe Catering

#### Main Responsibilities

- Plan menus and prepare healthy and tasty lunches, tea and snacks suitable for young children and babies and work within a budget
- To be aware of and plan to provide for various children's dietary requirements and associated health risks, such as allergies to particular foods and complete necessary documents
- To be responsible for managing the Kitchen Assistant by supporting and training them where necessary to ensure the effective running of the kitchen
- Identifying training needs of the catering team and ensure mandatory training is up to date
- Liaise with Service Support Administrator on a daily basis regarding numbers of children and their dietary requirements
- To ensure that food is cooked to the required temperature
- To order food and supplies from various suppliers according to the needs of the nursery using the procurement systems
- To maintain stock rotation in all areas including fridges and freezers

- To be responsible for managing the record keeping of the kitchen according to the University HACCP Document, Assured Safe Catering
- To ensure highest standards of cleanliness are maintained in the kitchen, store areas and food preparation areas
- To ensure that all areas have a stock of clean mealtimes equipment, including cups, plates, cutlery etc.
- To ensure that all equipment is used to the manufacturer's instructions and maintained in good working order at all times
- To ensure the safe storage of utensils and appliances at all times
- Check deliveries and store food according to guidelines, including checking 'use by' dates
- To liaise with suppliers confidently regarding orders and deliveries
- Report any defects or hazards to the Deputy Manager or maintenance team
- Monitor the service delivered and make recommendations for change, together with the team, for the improvement of the service
- Liaise with the Imago catering team for advice and support in nutrition, industry practise and updates
- To adhere to basic food hygiene regulations
- To adhere to health and safety regulations and COSHH regulations
- To maintain a high standard of safety within the nursery and having a general responsibility for the safety and well-being of all children in the nursery at all times
- To carry out any reasonable request made by a member of management.

I confirm that I have read and agreed this job description which explains the main duties of my role.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

	Essential	Desirable	Stage to be Assessed
Experience and Training	<p>Preparing/cooking food in a service industry</p> <p>Working effectively as part of a team</p> <p>Planning menus and preparing meals which recognise and value multi cultural requirements and cater for children's allergies</p>	Preparing/cooking food in a childcare setting	All to be assessed at stages 1, 2 and 3
Skills and Abilities	<p>Be able to communicate effectively with all users of the nursery and partners</p> <p>Organised and work methodically</p> <p>Store, prepare and cook food in accordance with health and safety requirements including correct temperatures of stored and cooked food</p> <p>Ability to adhere to the University HACCP Document, Assured Safe Catering</p> <p>Work effectively on own initiative</p> <p>Manage own time, plan ahead and work well under pressure</p> <p>Functional Maths and English</p>		All to be assessed at stages 1, 2 and 3
Knowledge	<p>Good Hygiene practices</p> <p>Food standards agency requirements</p> <p>To have knowledge of all Health and safety issues related to food and hygiene regulations.</p> <p>Understanding of babies and young children's eating and drinking requirements</p>	Children's nutrition and dietary requirements including allergies including statutory requirements	All to be assessed at stages 1, 2 and 3

<b>Attitude</b>	<p>Work as a reliable team member</p> <p>Show flexibility in relation to time, new ideas and helping other team members</p> <p>Comfortable with working with children</p> <p>Willing to develop skills and abilities through training</p> <p>Takes pride in their work and delivering a good service</p>		All to be assessed at stages 1, 2 and 3
<b>Education/ Qualifications</b>	Basic food hygiene certificate	<p>Relevant chef qualification i.e. NVQ or City and Guilds 1+2</p> <p>GCSE English and Maths (Grades A-C or equivalent)</p>	All to be assessed at stage 1
<b>Equality and Diversity</b>	Evidence a good working knowledge of equal opportunities and understanding of diversity within a childcare setting.		3
<b>Other</b>	<p>Flexible, able to occasionally work extra hours in order to meet business needs.</p> <p>Willing to wear corporate uniform.</p>		<p>3</p> <p>3</p>

**Stages in assessment:**

1= application form

2= selection test(s)

3= interview