



Job Description

Position Title: Early Years Cook

Reports to: Head of Nursery

1. Job Purpose

To be responsible for the effective running of the catering service at the nursery and be 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, and Assured Safe Catering procedures

Main Responsibilities

- Plan menus and prepare healthy and tasty lunches, tea and snacks suitable for young children and babies and work within 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 and Assured Safe Catering procedures
- 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 for the improvement of the service
- Liaise with the Imago Kitchen 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 always have a responsibility for the safety and well-being of all children in the nursery
- 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

Early Years Cook

	Essential	Desirable
Experience and Training	<p>Preparing and 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 catering for children's allergies</p>	Preparing/cooking food in a childcare setting
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 and Assured Safe Catering procedures</p> <p>Able to work effectively on own initiative</p> <p>Able to manage own time, plan ahead and work well under pressure</p>	
Knowledge	<p>Good Hygiene practices</p> <p>To have knowledge of all Health and safety issues related to food and hygiene regulations, and Food standards agency requirements</p> <p>Understanding of babies and young</p>	Children's nutrition and dietary requirements including allergies and statutory requirements

	children's eating and drinking requirements	
Attitude	<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> <p>Flexible, able to occasionally work extra hours in order to meet business needs.</p>	
Education/ Qualifications	<p>Basic food hygiene certificate</p>	<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>
Equality and Diversity	Evidence a good working knowledge of equal opportunities and understanding of diversity within a childcare setting.	