



JOB DESCRIPTION

- Job Title:** Nursery Cook
- Hours of work:** Monday to Friday, Shifts between 9am and 5pm averaging 35 hours a week 1 -hour lunch where appropriate.
- To Whom Responsible:** Report directly to the Nursery Manager, Deputy or Principal.
- Purpose:** To provide adequate, nutritious, home-cooked meals for the children Ensuring all dietary needs are met for every individual

Main duties and responsibilities: -

Adhere to all regulations laid down by the Food Standards Agency and comply with the environmental health team inspection framework.

Adhere to all health and safety guidelines at all times, constantly risk assess your working area and practice. Complete the kitchen risk assessment weekly.

In conjunction with the Manager, plan a full menu, three times a year on a rolling three-week basis. This must adhere to all current recommended guidelines.

It is your sole responsibility to ensure all individual special dietary needs, allergies, religious, parent preferences etc are fully provided and catered for daily.

It is your responsibility to ensure the ingredients and all food items for all meals are fully provided for in advance.

Every morning, the whiteboard must be completed with the planned meals and alternatives required to meet all the dietary requirements for each individual child for the whole day.

Meals prepared for children with specific dietary requirements must be served on a named, labelled, covered red plate. Clear instructions of the content of the meal / snack must be available.

All meals must be tested to be at the correct temperature before serving.

Ensure all foods are in date.

You are responsible for the purchase / ordering of all foods and all associated goods, to ensure adequate supplies are available for every meal on the menu each week. All stock taking.

Provide and prepare morning snack, lunch and afternoon snack and tea daily for the children.

Co-ordinate the serving of all meals with the nursery staff.

Clear away after meals, dispose of waste in the bins provided, ensure all utensils are cleaned and put through the dishwasher at the correct temperature.

Maintain the cleanliness and hygiene of the kitchen at all times.

Implement a comprehensive cleaning rota of the kitchen including both cookers, all cupboards, freezer, refrigerator and dishwasher, all surfaces etc.

Complete a cleaning rota daily and have clearly displayed.

Maintain all daily records as per Safer Food Better Business.

Inspect the contents of the fridge and freezer and dry stores daily, monitor and rotate foods to ensure freshness.

Minimise waste and ensure only in-date items are available.

Interact with the children to promote healthy living/diet.

Maintain a high standard of personal hygiene at all times.

Always wear a hairnet in the kitchen, a clean tabard at least daily.

Attend relevant training courses and maintain food hygiene certificate

Inform nursery manager of any need for the replacement/stock up of items, implements or repair work required.

To train new apprentices in kitchen duties, preparing snacks and tea and in the cleaning and tidying of all aspects of the kitchen to a high standard.

This job description may be updated.

I have received and understood the above job description for a Nursery Cook and agree to perform the duties as described.

Signed..... Date.....

Print name.....