

EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: NURSERY COOK
BASED: ALL AREAS
RESPONSIBLE TO: NURSERY MANAGER
RESPONSIBLE FOR: NONE

JOB PURPOSE: To order, prepare and serve nutritionally balanced meals that meet the dietary needs for all attending the setting including consideration of allergy risks.

SAFEGUARDING REQUIREMENT:

The Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

1. To prepare and cook nutritionally balanced meals appropriate for under fives in accordance with the Alliance's nutritional guidance for the under fives and 10 Healthy steps for Toddlers.
2. To contribute ideas and organise menu planning ensuring the children receive a healthy nutritionally balanced, multi-cultural diet.
3. To maintain a safe, clean and healthy kitchen and food storage environment
4. To observe and regulate kitchen stock control and collate food purchasing orders as appropriate including online ordering.
5. To maintain accurate records regarding temperature controls etc.
6. To meet health and safety and environmental health requirements at all times.
7. To liaise with setting staff regarding children's specific dietary requirements including allergy considerations.
8. To contribute to and attend his/her staff supervisions.
9. To attend any conferences, training events or staff/team meetings as identified by the Nursery Manager.

10. To adhere to all the Alliance's policies and procedures relating to Safeguarding, Health and Safety and those relevant to the role
11. To ensure adherence to setting's code of practice on confidentiality.
12. To keep up to date with current good practice.
13. To achieve and maintain a level 5 Food Hygiene Rating
14. To perform any other duties as deemed necessary by the Nursery Manager or Deputy in his/her absence.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. S/he must have an understanding of and commitment to equality of opportunity and anti- racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: child protection, health & safety and security, confidentiality and data protection, bribery and corruption, signing agreement and contracts and financial.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION

Essential Criteria:

1. A current Food Hygiene Certificate.
2. A current First Aid Certificate.
3. An awareness of food allergies.
4. Proven experience and ability to organise, plan menus and cook nutritionally balanced meals for babies and small children who have different dietary needs.
5. Knowledge and awareness of Health and Safety issues including COSHH.
6. The ability to use food preparation equipment and ensure the economic use of materials, equipment and energy.
7. The ability to order correct amounts of food and control kitchen stock.
8. Ability to work as part of a team and own initiative.

9. Ability to manage own time and prioritise tasks.
10. Good customer awareness.
11. Friendly, flexible approach.
12. Commitment to undertaking appropriate training and continued professional development.
13. Commitment to equal opportunities.

Desirable:

1. Experience of cooking in an early years setting.

TERMS & CONDITIONS:

Grade: NNI COOK

Salary Range:

Allowances (if applicable)

Annual Leave: 25 days of annual leave and 8 bank holidays.

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require an enhanced Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them.

Pension: The table below shows what the base contributions are, and the dates they will rise. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2018 to 5 April 2019	2%	3%	5%
6 April 2019 onwards	3%	5%	8%

JOB DESCRIPTION SIGN OFF

Date issued by Manager:

Name:

Signature:

I confirm that I have received a copy of this job description and have had any questions about it answered.

Name of post holder:

Signature:

Date: