

Job description: Nursery Cook



Job title: Cook

Responsible to: Room Leader/ Nursery Manager

Purpose of the job: To work as a cook, as part of the Wellingtons Nursery team under the direction of the Room Leader & Nursery Manager. To provide healthy, enjoyable lunchtime meals. Serve the children their meals and help them eat where necessary. Be responsible for the cleanliness of the kitchen, ordering of stock and record keeping as necessary.

Safeguarding requirement: Wellingtons is committed to safeguarding and promoting 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. Responsible for the timely preparation and service of morning snack and lunchtime meals that are well cooked and appetising in line with the School Foods Standards
2. Responsible for the cleanliness of the kitchen and serving areas.
3. To ensure that the necessary standards of food hygiene are always met in relation to statutory regulations and organisational policy, including adherence to HACCP and raw meat handling standards.
4. To ensure that Health and Safety standards are always achieved.
5. To ensure that adequate records are kept and updated regularly, including using IT systems where necessary.
6. To liaise with the Nursery Manager regarding food menus and the ordering and control of all food stock on site.
7. To use initiative, welcome change and new ideas.
8. To attend training courses as required and to take responsibility for personal development.
9. To work as part of a team with other co-workers.
10. To advise the Nursery Manager of any concerns e.g. health and well-being of children, parents or the safety of equipment, preserving confidentiality as necessary.
11. To take action to support the setting to achieve and maintain a minimum good Ofsted rating at the next inspection in regard to supporting the provision in a healthy environment.
12. To ensure that children are kept safe and that you understand when to follow child protection procedures.
13. To support mealtimes within the setting.
14. To actively participate at team meetings, where relevant.
15. To keep completely confidential any information regarding the children, their families or other staff, which is acquired as part of the job.
16. To be aware of and adhere to all the setting's operational policies and procedures, e.g. health and safety, fire precautions, dropping off and collection of children, food safety, cleanliness of the setting.

17. To promote the setting to current parents and potential customers.
18. To comply with the requirements of the General Data Protection Regulation.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties.

Person specification

Essential criteria

1. Willingness to learn and undertake further training.
2. Knowledge of safeguarding and child protection procedures.
3. Good communication skills.
4. Food Hygiene Certificate Level 2 (training provided).
5. The ability to provide good quality recording, monitoring and communication using a variety of IT packages (training provided).
6. A commitment to continuously promote a culture of safeguarding.
7. A commitment to equal opportunities.
8. A commitment to working effectively with young children and families.
9. A friendly and flexible approach at work which facilitates the development of effective relationships.

Desirable criteria

1. Current First Aid at Work qualification.
2. Previous experience of working with young children aged 2-5
3. The ability to work towards and achieve a Food Hygiene Certificate Level 3

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.