

HYTHE BAY CHILDREN'S CENTRE

Job Title: Cook – 30-35 hours per week

Reports to: Nursery Manager

1. PURPOSE OF JOB

To be responsible for the development of and daily management of the Nursery Kitchen providing a well balanced, nutritious diet taking into account differing age ranges and special requirements, e.g. allergies of particular children.

You will be required to use your knowledge of food handling and safety on a daily basis maintaining stock levels, ensuring compliance with relevant health and safety and hygiene regulations. There is a requirement to complete monitoring documentation as well as taking an active role in monitoring and reviewing of menus and the preparation of healthy meals and snacks.

2. MAIN DUTIES AND RESPONSIBILITIES

- Plan meals with nutritional and dietary guidelines, including portion control, ensuring meals are cooked and served in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times.
- Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that equipment is maintained with any defects to equipment and premises being reported to maintain a safe working environment.
- Liaise with outside agencies i.e. Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained. This will include the receiving, checking and appropriate storage of food deliveries.
- Ensure a high level of cleanliness within the kitchen environment in accordance with food standards documentation. Setting up and adhering to a deep clean management system.
- Keep abreast of legislation, guidelines, e.g. Safer Food Better Business, policies etc. to ensure the National Standards are met at all times. Develop and regularly review a set of policies and procedures to be followed within the Nursery to ensure compliance with legislation and regulations and be aware of H&S regulations to ensure the Nursery is kept to the required standard of cleanliness and hygiene and be responsible for all Health and Safety matters in the Nursery to ensure the wellbeing of children, staff and visitors.
- Planning a variety of foods to enable children to experience other cultures and celebrate a range of festivals from around the world.
- Prepare and organise child appropriate cooking activities to enable them to explore a range of cookery techniques.

3. NECESSARY EXPERIENCE

- Minimum of Level II Food Hygiene Certificate.
- NVQ or equivalent in professional catering desirable.
- Experience of preparing food in a professional kitchen environment.
- Experience of a range of catering equipment and appliances.
- Understanding, knowledge and experience of COSHH, Food Standards, health and safety and hygiene regulations.
- Experience of completing monitoring documentation.
- Knowledge of the dietary requirements of young children desirable.

4. ENVIRONMENT

Ability to work in a busy and demanding Children's Centre promoting healthy eating to children whilst keeping a calm persona. You must be able to be flexible and adaptable in keeping with improving standards within the setting.