

JOB DESCRIPTION

Section: Childcare Team

Post: Nursery Cook/Chef

Reporting to: Nursery Manager/Head of Childcare Services

Salary: SCP 12 – 14

PURPOSE: Working as part of the Childcare team across the charity to deliver freshly prepared healthy nutritious meals and snacks in the Child Dynamix Community Nurseries. Working in line with the Childcare Operational and PR and Marketing plans to sustain and grow our Community Nurseries

PRINCIPLE ACCOUNTABILITIES

1. The post holder will work as a reliable and flexible member of a team and deliver the finest quality provision and service. To participate in one to one and group supervision, performance appraisals and team meetings/trainings.
2. The post holder will maintain high quality Environmental Health standards working within the parameters of the Food Hygiene Rating Schemes. (FHRS)
3. The post holder will be responsible for the planning of menus and preparation and cooking of nutritional meals and snacks for babies and young children taking into consideration all dietary requirements and allergen concerns.
4. To support other staff members who cover in the absence of the post holder.
5. To order and purchase food products and equipment by working within a given budget in line with the needs of the business.
6. To maintain and actively promote health, safety and hygiene throughout the nursery, working within the parameters of the company policies and procedures.
7. Maintain a clean, tidy and hygienic kitchen ensuring a good order of equipment and maintain an effective working environment.
8. To keep accurate records to meet current legislation (Safer Food, Better Business) and the needs of the business.
9. Support the development of volunteers, staff, parents and students in respect of their understanding, knowledge and practice of food handling and healthy eating.

10. To work in partnership with parents and carers creating opportunities for parental involvement across the setting.
11. To record and report any safeguarding concerns.
12. To keep up to date with mandatory training and developments in legislation, Health & Safety and Food, Nutrition and Allergens and partake in Continuous Professional Development (CPD).
13. To be involved in the marketing of the Community Nursery to prospective customers. The post holder will need to assist in the publicising of the service and special events to the local community and wider area.

GENERAL:

1. The main duties/responsibilities are not too exhaustive and may vary without changing the character of the job or the level of responsibility
2. The role will involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times
3. The post holder must be flexible to ensure the operational needs of the Child Dynamix are met. This includes undertaking duties of a similar nature and responsibility as and when required
4. Equal Opportunities – Child Dynamix Company Limited is fully committed to the active promotion of equal opportunities as an employer and in the provision of all its services. It is the responsibility of every member of staff to ensure the practical application of this policy
5. Health & Safety – The Health & Safety at Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable cares for the Health, Safety and Welfare of him/herself and other employees in accordance with current legislation and the Child Dynamix Company Limited Health and Safety Policy

Environmental commitment – Child Dynamix is committed to establishing and maintaining high standards of environmental protection and undertakes to be a responsible steward/guardian/protector of the environment. All team members are jointly responsible for minimising any adverse impacts on the Child Dynamix operations on the environment and wherever feasible, must use resources to meet today's need in a manner which does not adversely affect the environment or compromise the ability to meet the needs of future generations.

Health & Safety - responsible for ensuring the safety of clients, staff and self in accordance with the Health & Safety Policy and Procedures of the organisation and current legislation

Customer Care - responsible for fielding customer issues and ensuring that they are dealt with in accordance with the customer care systems and policies

Equal Opportunities - responsible for ensuring that all customers, clients and staff are treated in accordance with the policies and procedures of the organisation.

PERSON SPECIFICATION

SECTION: Childcare

JOB TITLE: Nursery Cook/Chef

SALARY: SCP 12 - 14

	Lower	Median	Upper	How Identified
Relevant Experience	Experience of working in a kitchen environment Experience of planning menus and recipes Experience of dealing with allergens and different dietary requirements Experience of working in a team Experience of purchasing food products & equipment	2 years' experience of working in a kitchen environment Experience of planning menus and recipes Experience of dealing with allergens and different dietary requirements Experience of working in a team Experience of purchasing food products & equipment Experience of integrated working	3 years' experience of working in a kitchen environment Experience of planning menus and recipes Experience of dealing with allergens and different dietary requirements Experience of working in a team Experience of purchasing food products & equipment Experience of integrated working	Application form, References, Interview
Qualifications	Minimum Level two qualification in Food, catering, Nutrition or equivalent Relevant qualifications in English and Maths Food Safety Certificate First Aid at work Safeguarding children training	Level three qualification in Food, catering, Nutrition or equivalent Relevant qualifications in English and Maths Food Safety Certificate First Aid at work Safeguarding children training	Level three qualification in Food, catering, Nutrition or equivalent Working towards higher qualification in relevant subject Relevant qualifications in English and Maths Food Safety Certificate First Aid at work Safeguarding children training	Application and at Interview with a request for certificates.
Special Knowledge	Desirable: Basic level of IT skills, demonstrable ability to use all basic packages including Outlook & word. Knowledge of Safer food, Better business Knowledge of Food Hygiene Rating Schemes (FHRS)	Desirable: Basic level of IT skills, demonstrable ability to use all basic packages including Outlook, word and excel. Knowledge of Safer food, Better business Knowledge of Food Hygiene Rating Schemes (FHRS) Knowledge of integrated working	Desirable: Good level of IT skills, demonstrable ability to use all basic packages including Outlook, word and excel. Knowledge of Safer food, Better business Knowledge of Food Hygiene Rating Schemes (FHRS) Knowledge of integrated working	Application form and interview with a request for certificates. References

Interpersonal Social & Communication skills	Ability to work in partnership with Parents maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Ability to use own imitative and work as part of a team. To be honest, approachable, warm and friendly.	Ability to work in partnership with Parents maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly.	Ability to work in partnership with Parents maintaining and developing relationships. Ability to communicate well with Children and families engaged in the community nursery. Ability to present information in a clear and coherent way. Ability to adapt information appropriately to differing abilities. Ability to use own initiative and work as part of a team. To be honest, approachable, warm and friendly.	Application form and interview with a request for certificates. References
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This Job Description and Person Specification conveys a full and accurate description of the job:

Confirmed By: _____ CEO

Accepted By: (Print Name) _____ Post Holder

Signature of Post Holder: _____

Date _____

Child Dynamix is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.