



Job Description

JOB TITLE:	Nursery Cook
REPORTING TO:	Nursery Manager
HOURS:	25 hours per week (5 hours per day, Monday – Friday), all year round
SALARY:	£19,504.29 (Scp-2)
LOCATION:	Paradise Park Children’s Centre, London N7

Primary Job Function

- To do the day-to-day catering and cooking at Paradise Park Children’s Centre for the nursery.
- Maintaining health and safety, and planning and delivering high quality, nutritious food for children and babies.
- To ensure Paradise Park Children’s Centre operates as a healthy children’s centre.
- To keep the kitchen clean and maintain all relevant paperwork.

Duties and Responsibilities

Food and kitchen

- To have a good understanding of healthy food and nutrition and a willingness to improve that knowledge.
- To maintain a hygienic system using agreed safe methods for handling food and cleaning as well as completing the kitchen diary as a record.
- To review and develop menus with the nursery staff and to be responsive to the dietary needs of the children in the nursery.
- To prepare and cook food following the agreed menus and ensure that the kitchen continues to provide appetising, nourishing meals for the nursery children, on time and within the budget agreed.
- To ensure food stocks and supplies are sufficient for daily provision by preparing orders and to check and record all deliveries and use of stock.
- Work with other staff to ensure that the ordering of all supplies is good value for money.
- To ensure that the kitchen equipment is safe and clean for use and ensure that the Centre staff are aware of any faults, failures, defects in mechanical equipment or breakages.
- To observe good health and safety practices and procedures in the use of kitchen equipment, utensils, gas and electrical appliances, ensuring that they are used in accordance with manufacturers’ requirements.
- To be able to work unsupervised in the kitchen.
- To supervise volunteers and catering assistants as appropriate
- To ensure that the kitchen and ‘café’ are cleaned and tidied according to the schedule at the end of the day.
- To undertake other reasonable tasks as directed by the line manager

ADDITIONAL

- To work as a flexible member of the Children's Centre Team, offering support, sharing ideas and expertise.
- To maintain a good knowledge of the activities throughout the building and to be able to welcome visitors to the building as necessary.
- Promote the Paradise Park Children's Centre aims and objectives and the services provided.
- To act in accordance with safeguarding procedures and child protection legislation.
- To conduct yourself in a manner compatible with a children's centre, promoting equalities and equal opportunities in all aspects.

Person Specification

Essential:

- To hold or be willing to attend training to gain a relevant food hygiene qualification
- A good understanding of healthy food and nutrition and a willingness to improve that knowledge
- The ability to prepare and cook food in line with the agreed menus, on time and within budget
- Experience of ordering and stock maintenance, recording of deliveries and use of stock
- Experience of health and safety practices and procedures in a kitchen
- Experience and understanding to ensure that food handling is carried out using the correct hygiene standards and to advise catering assistants and volunteers on correct food handling
- Ability to work unsupervised in the kitchen
- Ability to work as part of a larger team

Desirable:

- Experience of working in a kitchen and the maintenance of food standards
- Experience of developing a range of menus, in particular focused on health and nutrition
- Experience in a children's service
- Experience of managing volunteers and catering assistants as appropriate

Appointment will be subject to satisfactory pre-employment checks, including an enhanced DBS.