

Job Description

Job Title: Nursery Kitchen Staff / Housekeeper	Service Area: Early Education & Childcare
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EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the Early Start Education Ltd. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately. Communication of health and safety concerns with management.

Core Purpose of Job

To be responsible for the day-to-day running of the nursery commercial kitchen. The planning and preparation of food to provide meals in accordance with our nursery menus and food policies.

Job Context

The post holder may be required to work across Early Start settings. The reports to the Nursery and senior manager.

Key Tasks and Accountabilities

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

1. The planning and preparation of food to provide meals in accordance with our nursery menus and food policies.
2. Preparing well-balanced and nutritious meals (including purees) in accordance with agreed menu plans for all the children that attend our nurseries
3. Catering for children who have special dietary requirements and to ensure a suitable alternative is catered for.
4. Maintain necessary kitchen procedures and records in accordance with the Nursery's and Environmental Health policies and procedures.
5. To maintain the high standards already in the setting i.e. 5 star Food Hygiene Rating
6. Keeping paperwork and records up to date to be used for future reference for the safety of everyone consuming food.
7. Taking stock of all dry and frozen foods before an order and communicating this with the manager.
8. Monitoring wastage at all nurseries and suggesting changes to the menu accordingly if a meal is unpopular.
9. Liaise with the Nursery Manager on the ordering of all necessary food items
10. To ensure all foodstuffs for children are safe, promote their health and well-being, welfare, safety and security.
11. Personal hygiene and care standards must comply with statutory regulations for food preparation.

12. Follow the cleaning schedule.
13. Properly cleaning and sanitizing all food preparation areas according to established standards of hygiene.
14. Washing and appropriately storing all cooking appliances, instruments, utensils, cutting boards, and dishes.
15. Unloading and storing of delivered food supplies, and adding to inventory.
16. Organising and correctly storing food supplies.
17. With support of other practitioners to collect, safely store and share information with parents and carers and other staff as appropriate about children's dietary requirements and all foodstuffs.
18. To regularly attend staff meetings, supervision and training as required and actively contribute to discuss work and develop the nursery menus.
19. To set up, prepare and clear away after meals, this will include moving light furniture and equipment and cleaning/wiping down surfaces, caring for and maintain resources.
20. To prepare snacks and carry out associated tasks in line with standards, policies and procedures.
21. To comply with policies and procedures and best practice guidelines issued.
22. To report / record incident, accidents and near misses so they can be logged in the accident book and keep appropriate records with support of other practitioners.
23. To be aware of child protection and safeguarding and ensure the physical safety and well-being of the children.

Personal Specification

Job Title: Kitchen Staff / Housekeeper	Service Area: Early Education & Childcare
IMPORTANT INFORMATION FOR APPLICANTS	
<p>The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.</p>	
CRITERIA	
KNOWLEDGE <ul style="list-style-type: none"> • Knowledge and understanding of the dietary needs of under fives • Knowledge and understanding of allergens and the requirement to have all information regarding allergy information to ensure the health, well-being and safety of all the children/staff • Knowledge and understanding of healthy food policy and procedures • Knowledge and understanding of Food Hygiene and Safety Standards and COSHH. • Awareness of and commitment to Equal Opportunities and Inclusion 	Application form Application form Application form
EXPERIENCE <ul style="list-style-type: none"> • Experience of catering in a nursery or similar. 	Application form
SKILLS AND ABILITIES <ul style="list-style-type: none"> • Prepare meals, follow cooking instructions. • Sound knowledge of food health and safety regulations. • The ability to stand for extended periods. • The ability to work in a fast-paced environment. • The ability to work in a team. • Organisational and time management skills. • Effective communication skills. • Fit enough to carry out normal catering and housekeeping tasks and to lift, move and stock food deliveries and light furniture and equipment 	Application form/ Interview Application form/ Interview Application form Application form/Interview Application form/Interview/Test Application form and Interview Application form/Interview/Test

<p>PERSONAL STYLE AND BEHAVIOUR</p> <ul style="list-style-type: none"> • Ability to communicate effectively with children and adults • Ability to work both as part of a team and independently • Ability to establish good relationships 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>QUALIFICATIONS:</p> <p>To hold or work towards achieving:</p> <ul style="list-style-type: none"> • A recognised Food Safety qualification within an agreed time period • ESG Nutrition training • First Aid • Food Hygiene Training 	<p>Application form/Documentation</p>
<p>OTHER SPECIAL REQUIREMENTS</p> <ul style="list-style-type: none"> • Willingness to work flexible hours • Willingness to take on further training as required / identified • This post is subject to an enhanced DBS check and Childcare Disqualification Disclosure 	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Satisfactory clearance required at conditional offer stage</p>