

Job Description - Cook

Purpose of Post

Working as part of a dedicated team you will be responsible for planning and preparing healthy balanced meals for children aged 0 to 11 years

Key Areas

- To organise and co-ordinate the day-to-day running of the kitchen
- Be responsible for ensuring that high standards of food hygiene are maintained in accordance with Smisby Day Nursery policies and current legislation
- To undertake the personal Health and Safety responsibilities which fall within your role and the Health and Safety at Work Act 1974
- To work as part of a team and be able to relate respectfully, supportively and enthusiastically to colleagues, parents and children and be committed to creating a professional environment

Responsible to

Directors / Officer in Charge

Main Duties

- To plan, prepare and cook nutritious, appetising meals, catering for special diets where appropriate and to co-ordinate the serving of meals
- Maintain the cleaning of the kitchen area, ensuring it is kept in a hygienic condition and reporting any damage or repairs required immediately
- To supervise part time kitchen staff and other nursery staff who utilise the kitchen
- To deal with the purchase of all food and drink and ensure correct storage of foods (including refrigerated and frozen foods) and rotation of stock in date order
- To wash up all items and leave kitchen in clean and tidy state
- To prepare and maintain all stock and temperature recording records as required under legislation and Nursery policies and procedures
- Operate safely any powered equipment in the kitchen
- Manage workload effectively and undertaken any necessary training/development required to fulfil the duties of the post
- Assist the Directors and Senior Staff in the review of menus on an annual basis and when required. Strive to research new recipes to add variety and choice
- Exercise due care and economy in the use of provisions, property and equipment
- To be conversant with, and comply with, all policies and procedures of Smisby Day Nursery
- To share in the responsibility for safeguarding and promoting the welfare of all children in the nursery