

Job Title:	Nursery Cook
Hours:	Full Time / Part Time / Term Time positions
Contract Type:	Permanent
Salary:	Up to £25,000 - the salary is determined by your experience, qualifications, role responsibilities, institution size, and weekly hours worked.
Responsible to:	Nursery Manager/ Director

JOB DESCRIPTION

A nursery cook plays a vital role in providing delicious and nutritious meals for young children in a nursery or daycare setting. They must have a good understanding of child nutrition, be organized, and have the ability to manage time effectively to ensure meals are prepared and served on schedule. Breakfast, Lunch and snacks may be provided by the nursery, which is committed to providing a loving and nurturing home-from-home experience for their children.

As a Nursery Cook you should know and understand:

- Child nutrition and dietary needs.
- Food safety and sanitation regulations.

KEY RESPONSIBILITIES

Meal Preparation and Planning

- Plan and prepare from scratch balanced meals and snacks for children
- Adhere to dietary guidelines, specific dietary needs and allergies.
- Develop and rotate menus to provide variety and nutrition.
- Be highly organised and able to work autonomously to manage all aspects of the kitchen.
- Order and manage kitchen inventory, ensuring ingredients are fresh and supplies are adequate.
- Keep accurate records of food purchases, usage, and meal counts.

Health and Safety

- Adhere to all nursery policies and procedures including: health, safety, security, confidentiality, and safeguarding responsibilities.
- Conduct risk assessment and management per policies and procedures.
- Maintain a clean and organized kitchen, ensuring all food safety and sanitation standards are met.
- Ensure compliance with all health department regulations and licensing requirements.
- Respond to accidents, injuries, and emergencies.
- Supervise meals and mealtimes where appropriate, and assist in the preparation of babies' bottles and meals.
- Ensure that the allergy and dietary requirements of all children within the nursery are adhered to.
- Conduct daily health and safety checks of the room and equipment.
- Follow safeguarding procedures and report any concerns to the designated safeguarding lead.

Collaboration

- Work collaboratively with colleagues to create a cohesive team environment.
- Participate in staff meetings, training sessions, and continuous professional development.
- Maintain accurate records and share information appropriately to meet children's and the nursery's needs.
- Be flexible to changing circumstances or needs in the Nursery.

PERSONAL SPECIFICATION

Essential

- Functional Skills Level 2 in English and Maths or GCSE Maths / English at Grade C or above.
- Current Paediatric First Aid certification.
- Current Safeguarding certification.
- Current COSHH certification.
- Current Food and Hygiene Certificate.
- Hold proven experience in a day care, school, or similar environment of cooking for children aged 3 months to 5 years.
- Hold proven experience in catering to and managing special dietary requirements and food allergies.
- Ability to manage kitchen inventory and budget.

Attributes

- Self-motivated and able to motivate others.
- Calm under pressure.
- Well-organized.
- Team player.
- Desire to make a difference in children's lives.
- Professional at all times.
- Excellent written and oral communication skills.
- Effective time management and organizational skills.
- Excellent attendance and punctuality record.
- Commitment to continuous professional development.
- Must perform all duties with reasonable adjustments per the Disability Discrimination Act 1995.
- Ability to handle manual tasks such as lifting and carrying food supplies, meals and equipment.

Safeguarding

All education sector settings are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.

Candidates must have:

- An Enhanced DBS check on the update service (or be willing to obtain one).
- At least two references - including one from the last employment position.
- A Pre-employment health-check may also be required.