

**JOB DESCRIPTION**

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| **POSITION**: | Nursery Cook  |
| **DEPARTMENT:** | Families |
| **LOCATION:** | Ilford |
| **WORK CAPACITY**: | 25 hours per week Monday – Friday – 9.00 am – 2.00 pm  |
| **MAIN JOB SUMMARY:** |
| To prepare, cook and be responsible for the everyday running and menus for a children’s day nursery. |
| **MAIN DUTIES AND RESPONSIBILITIES:** |
| * To take sole responsibility for the cleanliness of the kitchen, including but not exclusive to floors, surfaces, cupboards, fridges, freezers and oven, including the utility room and downstairs toilet.
* To hold a minimum of level 2 Food Hygiene certificate or similar
* To ensure that all food online ordering is completed by Friday afternoon and be responsible for all food and cleaning equipment ordering.
* To ensure that food ordering is kept within nursery budget and there is no food wastage.
* To prepare a 4-week rolling menu, which should be updated according to season and availability of produce and provide a balanced and varied diet for the children.
* To keep records of food served, cleaning done, fridge and freezer and food temperatures.
* To prepare all snacks and lunches and serve.
* To ensure that all food is prepared and ready for days off, including after school club if applicable.
* To ensure that the dietary requirements of all children is known and understood. Liaison with room leaders is essential for this.
* All food is to be cooked from fresh.
* To ensure that all records are kept up to date including but not exclusive to daily menu sheets, food hygiene record book, fridge and freezer temperature records, food probe temperatures. In addition, be responsible for monitoring and controlling food and household goods.
* To liaise with management on a regular basis regarding any food issues.
* To help ensure that the nursery meets safety and Hygiene requirements and to report any issues to a senior member of staff
* To ensure training is kept up-to-date.
* To be aware of and comply with all Lifeline and Little Learners policies and procedures including Safeguarding, Child protection, Confidentiality Procedures and Equal Opportunities
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| **POSITION WITHIN THE ORGANISATION:** |
| **LINE MANAGER:****REPORTS TO:** **POSITION:****DIRECT REPORTS:** | Nursery Cook N/ANursery ManagerNursery Manager |
| **STAKEHOLDER RELATIONSHIPS:** |
| **INTERNAL:** | **EXTERNAL:** | **TEAM:** |
| All standard stakeholders | All standard stakeholders | All standard stakeholders |

Please note the above-mentioned duties are not exhaustive and the post holder may be required by management to carry reasonable duties in line with the role.

The post holder will be consulted by LifeLine on any material compulsory changes to the Job Description

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| **QUALIFICATIONS AND COMPETENCY REQUIREMENT:** |
| **QUALIFICATIONS:** | **COMPETENCIES:** |
| **Essential qualifications*** Minimum Level 2 in Food Hygiene in the Workplace or similar (this can be completed as an on-line course)
* GCSE – Maths and English – Grade C and above / or Functional Skills – Level 2 – English, Maths and ICT

**Desirable qualifications** * First Aid Certificate
* Experience in catering preferred but not essential
 | **Experience and skills - Essential** * Ability to cook a varied and nutritious menu
* Be able to write a 4-week rolling menu (our menus are based on good home cooked food)
* Ability to take initiative
* Be able to cook to a budget
* Ability to remain calm in stressful situations
* Be a good team player that is adaptable
* Excellent hygiene practice

**Relationships – Essential*** Ability to work as a team
* Ability to work with people from a wide range of backgrounds and organisations
* Ability to build relationships with and have a love of children
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| **REMUNERATION AND BENEFITS PACKAGE** |
| **BASIC SALARY:****25 Hrs per week** | **YEARLY:**£13,000 to £15,600 | **MONTHLY:**£1083.33 to £13,000 | **WEEKLY:**£250.00 to £300 | **DAILY:**£50.00 to £60.00 | **HOURLY:**£10.00 to £12.00 |
| **BONUS SCHEME:** | None |
| **BENEFITS:** | Pension: 3% employer contribution; 5% employee contribution. |
| **HOLIDAY ENTITLEMENT:** | 25 days holiday, pro rata |