**Day Nursery Cook Job description**  
**Key Responsibilities**  
• To organise, cook and prepare a healthy, balanced diet for children aged 0 to 5 years in accordance with the nursery menus.  
• Take into consideration daily those children who have special dietary requirements and prepare a suitable alternative.  
• Prepare a suitably balanced rotating menu taking into account dietary and cultural requirements of the children.  
• Ensure high standards of hygiene, health and safety is maintained in the kitchen at all times.

**AREAS OF RESPONSIBILITY**  
• To be responsible for the day-to-day running of the kitchen, ensuring compliance with registration and legislative requirements at all times.  
• Responsible for the planning and preparation of food to provide meals  
• Ensure that all individual dietary requirements are catered for in line with parental guidance.  
• Maintain necessary kitchen procedures and records as required by Docklands Day Nursery and Environmental Health policies.  
• Liaise with nursery Manager on the ordering of necessary kitchen equipment.  
• To undertake any other reasonable catering duties as requested by the Nursery Manager.  
• Ensure the kitchen and equipment is kept suitably clean at all times including walls, floors and trolleys to transport food following a cleaning schedule. On a daily basis that all crockery, cutlery and cooking utensils are washed in accordance with food safety guidelines.  
• Ensure that all foods are ready at the specified time and correctly served.  
• To implement and maintain the company’s equal opportunities policy ensuring that children, parents and the staff are valued.  
• To monitor any safeguarding issues following local authority procedures.

• Ensure the effective and regular removal of waste materials to the designated waste area.  
• The ability to use food preparation equipment and ensure the economic use of materials, equipment and energy.  
• To have total responsibility of the kitchen, cleaning all of the equipment and appliances, take temperatures of the food, fridge and freezer and record these in the kitchen file.

• To work as a team and help out in the nursery when needed.  
• Responsible for control, storage and rotation of kitchen stock.  
• The ability to order correct amounts of food and control kitchen stock.

• To contribute to the team effort of the nursery and to attend staff meetings and social events as and when required.  
• Commitment to undertaking appropriate training and continued professional development.  
• To undertake future and refresher training as appropriate.

• To ensure that the highest standards of health and safety apply to both children, staff, parents and visitor, maintaining a safe and secure environment.  
• Ensure that hygiene and cleanliness within the kitchen is of the highest standard in accordance with Environmental Health requirements and legislation.  
• Maintain an awareness of food allergies keeping an up to date log of all children in the nursery, working with the staff team during new admissions.  
• Update your knowledge and awareness of Health and Safety issues including COSHH regularly.  
• To be responsible for the hygiene and complete all Risk Assessment within the kitchen area.  
• Prevent cross contamination of food within the kitchen area.  
• Temperatures of high-risk food must be recorded at time of delivery and cooking. All food must be stored and served at the temperatures required by the Chartered Institute of Environmental Health-Food Safety.  
Etc.

Job Type: Part-time

Salary from: £7.20 /hour

Required education:

* Diploma/Certificate