



**OPERATIONAL PLAN STANDARD 1 – Suitable Person**  
*Supporting Documentation S1.28 Job Description for Nursery Cook*

**Nursery Cook**

Description of Role and Responsibilities

**Location:** Kaleidoscope Nursery, East Mill Lane, Sherborne, Dorset, DT9 3DR

**Accountable to:** Kaleidoscope Management Team

**Purpose of Role:**

The Nursery Cook will be responsible for the development and execution of the seasonal menu. Ensuring all dietary and allergy requirements are catered for. They will ensure nutritious age appropriate meals and snacks are provided for all children in the Nursery. They will be responsible for the ordering of supplies via Tesco and the local butchers and also maintain high standards of hygiene and meet all essential environmental health requirements.

**Profile of Ideal Candidate:**

<b>Attributes</b>	<b>Criteria</b>	<b>Desirability</b>	
Education and Training	Educated to GCSE level with passes in four or more subjects two of which are English and Maths	Desirable	
	A recent paediatric First Aid certificate	Essential	
	Fluency in written and spoken English and an ability to complete the appropriate paperwork	Essential	
	Training in child protection and safeguarding children	Desirable	
	Current Food Hygiene Certificate or willingness to work towards this	Essential	
Relevant Experience	Experience of cooking healthy food for children	Desirable	
	Catering or hospitality experience	Essential	
	Experience with following and adhering to high cleaning standards set out by environmental health	Essential	
General and Special Knowledge	An understanding of preparing and cooking age appropriate food for the different age groups within the nursery	Essential	
	An awareness of the relevant cleaning guidelines and paperwork	Essential	
	An awareness of Health, Hygiene and Safety in the workplace	Essential	
	An awareness of dietary and allergy requirements	Essential	
	Understanding and agreement of the Confidentiality Policy	Essential	
	Skills and Abilities	Ability to cook large quantities of home made food in an organised manner and with time constraints	Essential
		Knowledge of healthy food and adhering to the Food and Drink Policy and Procedure S8.1	Essential
		An ability to carry out physical duties including cleaning, lifting and standing for long periods of time	Essential
		Able to communicate effectively with adults and children	Essential
		Good organisational skills	Essential
A willingness to learn and abide by the nursery policies and procedures		Essential	
Able to work under pressure and prioritise workload		Essential	
Able to demonstrate reliability and initiative		Essential	
A professional attitude and manner		Essential	
Being comfortable with creating seasonal menus and filling out the relevant paperwork		Desirable	
	An enthusiastic approach to work	Essential	
	Flexibility to cope with the changing needs of the nursery	Essential	
	The ability to work as part of a team but also alone, developing positive relationships with parents, children, colleagues and outside agencies	Essential	
	A willingness to adhere to the nursery code of conduct	Essential	



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Acknowledge and Observe Our Values	Act with integrity and trust  Have respect for each other Everyone matters regardless of gender, race, culture, age, capability, orientation or religion Parents and carers are our partners in the outcomes for their children Be safety conscious at all times Don't procrastinate, deal with important issues straight away Consult colleagues and management Have a positive attitude towards others and your work Keep your sense of humour even when times are difficult Think about what you are saying and the consequences to others Treat others how you would like to be treated yourself Be sensitive about what you say in front of the children Always remember you are part of a team Make time to acknowledge and greet colleagues Be considerate to other staff Be respectful of other's property Always ask before borrowing items from other rooms and don't forget to return what you have borrowed There's always time to chat to colleagues but remember to put the needs of the children first
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Detailed below are the principle tasks and activities associated with your role. Please ensure you have read and understood them as they form part of your overall Contract of Employment with the nursery. Activities and tasks are carried out on a daily, weekly or as required basis. Nursery management will be responsible for working with you to establish, maintain and monitor that the activities and tasks are being performed to the nursery standards and on-going to assist you in your own personal development.

Your role will be set out in this job description, but please note that the management team reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes. The list of duties in the job description should not be regarded as exclusive or exhaustive.

Your role will be appraised on a regular basis during which your performance will be reviewed and assessed in accordance with personal and nursery aims and objectives. Please ensure you are very familiar with the checklist below as this details the key activities and responsibilities by which the nursery will gauge your performance. If you are in any doubt about the role or would like to obtain further guidance, mentoring or training then the nursery is only too happy to assist.

**Key Responsibilities**

- To maintain a high standard of hygiene at all times and to follow infection/ cross contamination control procedures
- To be aware of dietary needs - food allergies, food intolerances, cultural needs, vegetarian requirements and any other, according to the dietary needs on the TV slideshow and the kitchen chart
- To be aware of and carry out duties in connection with Health and Safety at work e.g. Risk Assessments, COSHH, RIDDOR and to keep all relevant kitchen paperwork, charts and checklists up to date to a high standard
- To be familiar with procedures carried out in case of an accident/ fire
- To follow standard food hygiene procedures e.g. food temperature checks and record this daily



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**Main Duties/Tasks**

- Ensure that equipment and materials including the dishwasher, microwave, oven, fridges, freezer, kitchen sides are cleaned and everything is cleared away leaving the kitchen neat and tidy at the end of the morning shift in line with the daily, weekly and monthly cleaning checklist
- Ensure all areas of the kitchen are hygienically maintained at all times, in accordance with Health and safety Regulations
- Clean Fridges daily ensuring date rotation of foods
- Ensure menus are completed and readily available for members of staff and parents
- Prepare a healthy morning snack for each of the nursery rooms
- Prepare a nutritious cooked lunch in line with current menu, ensuring all children's needs are met and to include suitable pureed food for babies
- Ensure a small supply of frozen pureed food is always available for weaning babies
- Ensure that equipment is maintained in a good working order and that any faulty or dangerous equipment is immediately removed and reported to the Management Team
- Defrost fridges and freezers on a regular basis to maintain efficiency
- To be responsible for ensuring all dietary requirements and cultural needs of the children are met
- Prepare Lunch for all children at the agreed serving time
- When meals are finished clear the trolleys, rinse plates/bowls/cups, stack dishwasher, clear sides and take out rubbish and recycling
- Adhere to Environmental Health requirements, e.g. food handling, high standard of cleaning and hygiene, dress code
- Work alongside the afternoon cook to follow the daily, weekly and monthly deep cleaning checklists
- Order cleaning materials and food through Tesco, Aqua and the local butcher according to the needs of the nursery
- Understand and implement Policies and Procedures.
- Work alongside outside agencies e.g. Food Safety Inspectors
- Ensure all necessary administration is carried out e.g. accident and incident reports, menu plan, health and safety checks
- Maintain confidentiality at all time meeting the requirements of the children's Act, reporting to the Management Team and matter concerning the welfare of a child

**Health and Safety Responsibilities**

- Help maintain the safety and security of all children, employees and visitors to the Nursery
- Be familiar with the nursery's Health and Safety policy
- Help carry out regular assessments to ensure all nursery Health and Safety procedures are adhered to
- Ensure the cleanliness of the children at all times
- Ensure Accident and Incident records are maintained correctly
- Ensure that any health and safety concerns are reported to your Room Lead in an accurate and timely manner

**Paperwork**

This is a summary of the most popular paperwork which relates to the activities detailed above.

- Risk assessments
- Policies and procedures
- Cleaning checklists
- Accident and incident reports
- First Aid Checklists
- Dietary charts
- Kitchen display