

JOB DESCRIPTION

POST: Cook – Sunflower Nursery

DATE: June 2008

REPORTING TO: Nursery Manager

RESPONSIBLE TO: Nursery Manager

Overall Purpose:

The Sunflower Nursery is registered with OFSTED to provide full day care for children from 4 months to 5 years of age.

The nursery provides a safe, caring and stimulating environment for young children. It aims to meet children's physical, emotional, social and play needs. Children are respected as individuals and are encouraged to develop skills and knowledge at their own pace. Employees encourage children to explore and discover new experiences and widen their understanding of the world and other people.

Job purpose:

- To provide the children at the nursery with nutritious meals.

MAIN DUTIES

1. To plan, prepare and cook the midday meal and the afternoon tea ensuring nutritious and attractive presentation for children and employees
2. To contribute to partnership working with parents by planning and preparing food contributions for parents/family events on an occasional basis as requested by the nursery manager.
3. To help plan the menus, in consultation with the Manager and cater for special diets as required.
4. To be knowledgeable of the Food Safety Act 1990
5. To ensure high standards of hygiene, cleanliness and safety are maintained at all times throughout the kitchen area and stores
6. To involve children in understanding about food types and food preparation
7. To manage foodstuffs in an economical and efficient manner

8. To check food stocks, list requirements and order stores in conjunction with the Manager.
9. To use the dishwasher and the steriliser, and to leave the kitchen area clean and tidy
10. To participate in staff meetings and attend training sessions as required. To meet with your line manager on a regular basis to discuss your work within the Nursery.

Miscellaneous

- To attend team meetings, supervision meetings and training courses and conferences as required.
- To carry out any other duties in accordance with the nature and scale of the post as may be required from time to time.
- To comply with the CHS Group Health and Safety Policy and contribute to good health and safety practice.
- To comply with the CHS Equality and Diversity Policy Statement, actively seeking opportunities to recognise the value of diversity and ensure equality of opportunity in services delivered.
- To comply with all aspects of the CHS Code of Conduct and CHS behaviours and the Gifts, Hospitality and Conflicts of interests Policy.
- All duties relate to the CHS, its subsidiaries and any other organisations CHS manages.
- To actively demonstrate a customer focused approach in all dealings with the public, employees and external agencies.
- Where required use ICT systems proficiently and in accordance with standards set down for the role

As the needs of the organisation change, this role will change accordingly; therefore this document should be viewed as guidelines which are subject to change