



JOB DESCRIPTION

Post Title:	Cook
Salary Grade:	£12.21 per hour
Hours:	10.00-13:00 Tuesday- Thursday
Location:	BGN Nursery
Reports To:	Early Years and Childcare Manager
Purpose of post:	<ul style="list-style-type: none"> i) to prepare a nutritionally balanced meal for up to 60 children 3 days a week, ensuring all food is cooked and delivered in line with statutory requirements, dietary needs and allergy management. ii) To organise and coordinate the ordering and storing of food in the kitchen, following all food safety protocols. iii) To organise a termly menu in accordance with the budget.

RESPONSIBILITIES

1. To be able to communicate effectively with children and parents attending the nursery.
2. To be responsible for the cleanliness and safety of the food preparation areas.
3. To plan and prepare a main meal and dessert for the children ensuring there is a variety of healthy and new foods to promote healthy eating.



4. To be responsible for ensuring all food is in date and stored safely.
5. To monitor the temperatures of all fridge and freezers.
6. To order the food for all nursery meals and snacks served throughout the week.
7. To clean up after the meal, looking after the kitchen and lunch room, where children eat.
8. To cater for children with allergies, intolerances, and cultural/religious dietary requirements.
9. To keep up to date with changes in relevant legislation
10. To promote healthy eating to the wider nursery community

The job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing organisational needs and circumstances in conjunction with the post holder.



Person Specification

Attributes	Essential Criteria	Desirable Criteria
<p>Education and Qualifications</p>	<p>Level 2 Food Hygiene</p>	<p>Level 4 Food Hygiene</p> <p>Health and Safety at work</p>
<p>Experience and Knowledge</p>	<p>Have experience of preparing food for high volumes of people.</p> <p>Have experience in working in a catering environment implementing all food safety practices.</p>	<p>Experience of working around the public</p>
<p>Abilities and Skills</p>	<p>Effective and accurate written and spoken communication skills</p> <p>A high level of confidentiality and diplomacy.</p> <p>This candidate must be organised and be able to work in a highly pressured environment.</p>	

BGN Nursery is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

All posts are subject to an **Enhanced DBS check**, satisfactory references, proof of identity and qualifications, and completion of all safer recruitment checks as outlined in the EYFS statutory framework and Keeping Children Safe in Education (KCSIE).