**JOB DESCRIPTION – NURSERY CHEF**

**Purpose of Post:**

1. To provide daily meals which meet the nutritional needs of children aged between 4 months and 5 years
2. To plan three-weekly menus offering a different lunch and dinner meal on each day
3. To purchase, deliver and store ingredients on a weekly basis on a budget set by the nursery manager.
4. To comply with all food hygiene policies and procedures, including HACCP and SFBB
5. To supervise groups of children over mealtimes
6. To maintain cleanliness and hygiene in the kitchen and eating areas

**Responsible to:**

Nursery Manager/Deputy

**Main Duties:**

* To plan, prepare and cook meals which meet the nutritional needs of children aged between 4 months and 5 years
* To keep records of relevant information e.g. food/ fridge temperatures, cleaning schedule etc.
* Support all staff and engage in a good staff team.
* To respond to the dietary needs of individual children, providing alternative or adapted meals when necessary
* To ensure the cooking/ eating environment meets cleanliness and hygiene requirements at all times
* To ensure all food is stored appropriately.
* To advise manager/deputy of any concerns, e.g. over equipment, children, parents, the safety of the environment, preserving confidentiality as necessary.
* To be involved in out of working hours activities, e.g. training, monthly staff meetings, summer fayre,etc
* To be flexible within working practices of the setting, undertaking other responsible duties where needed, such as supervision of children, cleaning of environments other than the kitchen etc.
* To work alongside the manager and staff team to ensure that the setting’s philosophy is fulfilled.
* To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
* To develop your role within the team.
* To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
* To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
* To support nursery assistants, students and volunteers.
* To ensure good standards of safety, hygiene and cleanliness are maintained at all times.

**Personnel Specification – Nursery Chef**

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| Attributes | Criteria | How Identified | Rank |
| Education and Training | 1. Minimum of a relevant and recognised Level 2 qualification in childcare
2. Advanced food hygiene qualification
 | AA | EssentialEssential |
|  | 1. Evidence of ongoing personal development training
2. Desire to continue with professional development
 | A & I A & I | DesirableDesirable |
|  | 1. Recent child protection certificate
 | A & I  | Desirable |
|  | 1. Recent Paediatric First Aid certificate
 | A  | Desirable  |
|  |  |  |  |
| Relevant Experience | 1. Experience in working with children
 | A & I | Essential |
| 1. Experience of cooking in an early years setting
 | A & I | Desirable |
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| General and Special Knowledge | 1. Knowledge of legislation relevant to nutrition and Early Years such as EYFS, SEN, safeguarding, Childcare Act 2006.
2. Knowledge of Child Development and children’s needs
3. Knowledge and understanding of food preferences, intolerances and allergies and the ability to provide meals which meet these needs whilst remaining nutritionally balanced
 | A & IA & IA & I | EssentialEssentialEssential |
| Skills and Abilities | 1. Ability to communicate well with adults and children
2. Ability to work as part of a team
3. Ability to budget effectively
4. Good organisational skills
 | A & I A A A | EssentialEssentialDesirableDesirable |
| Any Additional Factors | 1. Understanding of Equal Opportunities
2. Awareness of Health & Safety and practical Hygiene issues
3. Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary
 | A & IA & IA & I | EssentialEssentialEssential |

**Key:** A = Application I = Interview