

SOUTHFIELDS ACADEMY

nursery@aspire

JOB DESCRIPTION

Job Title: Nursery Cook

Reporting to: Director of Finance

Hours: 35 hours per week – all year round

Salary Range: SP 10 to 14 (£18,058 to £20,002)

Duties:

1. To prepare high quality and nutritious age appropriate meals for the children at nursery@aspire. The children are served two meals a day (11.40am and 4.10pm).
2. To take non-cooked snacks to the Nursery at 9.30am and 2.30pm as agreed with the Nursery manager.
3. To collect, clean and dry used meal boxes daily and as required.
4. To design an appropriate menu for the nursery in agreement with the Nursery manager.
5. To follow all dietary requirements for nursery age children.
6. To follow the hygiene rules of the Southfields Academy kitchen under the instruction of the Kitchen Manager.
7. To ensure compliance with Food Safety and Health and Safety legislation.
8. To maintain a high level of personal hygiene in the kitchen at all times and to wear all of the appropriate protective clothing.
9. To be aware of all allergy rules appropriate to the Nursery and to prepare appropriate meals.
10. To help other Southfields academy kitchen staff where possible and appropriate under the direction of the Kitchen Manager.
11. To take part in appropriate training at the discretion of the Kitchen Manager.
12. To adhere to all nursery@aspire food policies and procedures as notified by the Nursery manager.
13. To ensure that food wastage is minimised and that a record is kept of all food wastage.

General:

1. To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
2. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
3. To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Signed:

Postholder

Name

Line Manager

Name

Date