



## **JOB DESCRIPTION**

### **NURSERY COOK / SUPERVISOR**

#### **BOLTON SCHOOL NURSERY**

#### **MAIN PURPOSE OF JOB:**

To ensure that all the children and staff within the nursery receive a variety of nutritious meals and snacks. To maintain an awareness and high standard of all good practices relating to food preparation, food service and kitchen hygiene.

#### **MAIN DUTIES:**

##### **Key Responsibilities**

- To organise, cook and prepare a healthy, balanced diet for children aged 0 to 4 years in accordance with the nursery menus.
- Take into consideration daily those children who have special dietary requirements and prepare a suitable alternative.
- Prepare a suitably balanced rotating menu taking into account dietary and cultural requirements of the children.
- Ensure high standards of hygiene, health and safety is maintained in the kitchen at all times.
- To supervise the Catering Staff.

##### **AREAS OF RESPONSIBILITY**

##### **Operational Responsibilities**

- To be responsible for the day-to-day running of the kitchen, ensuring compliance with registration and legislative requirements at all times.
- Responsible for the planning and preparation of food to provide meals in accordance with Bolton School Nursery menus and food policies.
- Ensure that all individual dietary requirements are catered for in line with parental guidance.
- To be responsible for and complete all necessary documentation relating to health and hygiene within the Kitchen. To make such documentation available to the Nursery Manager, Environmental Health Inspector and the Catering Manager as and when required.
- Liaise with Nursery Manager on the ordering of necessary kitchen equipment.
- To undertake any other reasonable catering duties as requested by the Nursery Manager.
- Ensure the kitchen and equipment is kept suitably clean at all times including walls, floors and trolleys to transport food following a cleaning schedule. On a daily basis that all crockery, cutlery and cooking utensils are washed in accordance with food safety guidelines.
- Ensure that all foods are ready at the specified time and correctly served.
- To implement and maintain Bolton School's equality policy ensuring that children, parents and the staff team are valued and practice is positive and non-discriminatory.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- To supervise the Catering Staff on a day-to-day basis.
- To perform other duties as may be required from time to time by the Nursery Manager. These duties to be within the context of your job.

##### **Individual Accountability**

- To ensure you have a clean uniform, including head wear, daily and wear suitable footwear for working in a busy kitchen space.
- To give daily feedback to the Nursery Manager about the kitchen including any situation that may be detrimental to the Foundation.

- Ensure the effective and regular removal of waste materials to the designated waste area.
- The ability to use food preparation equipment and ensure the economic use of materials and equipment.
- The ability to work as part of a team and use your own initiative.
- The ability to manage your own time and prioritise tasks.
- Have a friendly, flexible approach.
- To have total responsibility of the kitchen, cleaning all of the equipment and appliances, take temperatures of the food, fridge and freezer and record these in the kitchen file.

#### **Finance and Administration**

- Work with the Nursery Manager to implement and ensure that set budgets are not exceeded.
- Responsible for control, storage and rotation of kitchen stock.
- Order food in line with Bolton School Nursery policies.
- The ability to order correct amounts of food and control kitchen stock.
- To complete daily/weekly food orders with nominated suppliers and ensure they are stored away as per food hygiene regulations.

#### **Training and Development**

- To contribute to the team effort of the nursery and to attend staff meetings as and when required.
- Commitment to undertaking appropriate training and continued professional development.
- To undertake future and refresher training as appropriate.
- To complete refresher training for catering staff and induction for agency staff as required
- Be professional, polite and positive in all verbal and non-verbal interactions with staff, parents and children at all times.

#### **Health & Safety**

- To ensure that the highest standards of health and safety apply to both children, staff, parents and visitor, maintaining a safe and secure environment.
- Ensure that hygiene and cleanliness within the kitchen is of the highest standard in accordance with Environmental Health requirements and legislation.
- Maintain an awareness of food allergies keeping an up to date log of all children in the nursery, working with the staff team during new admissions.
- Update your knowledge and awareness of Health and Safety issues including COSHH regularly.
- To be responsible for the hygiene and complete all Risk Assessment within the kitchen area.
- Prevent cross contamination of food within the kitchen area.
- Temperatures of high-risk food must be recorded at time of delivery and cooking. All food must be stored and served at the temperatures required by the Chartered Institute of Environmental Health-Food Safety.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.



## PERSON SPECIFICATION

### NURSERY COOK / SUPERVISOR

#### BOLTON SCHOOL NURSERY

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Basic Food Hygiene Certificate	E	Application form
Allergen training	E	Application form
Level 3 Food Safety (or able to work towards)	E	Application form
First Aid at Work	D	Application form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of working in a busy Catering environment	E	Application form & Reference
Experience of supervising staff and able to develop an effective team	E	Application form & Reference
Health and Safety regulations	E	Application form & Reference
Well organised	E	Application form, Interview & Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Be able to communicate at all levels	E	Interview & Reference
Methodical and organised approach to work	E	Interview & Reference
Ability to work unsupervised and able to work on own initiative	E	Interview & Reference
Flexibility and a positive attitude in order to work well under pressure and adapt to changing priorities	E	Interview & Reference

Able to work within a team	E	Interview & Reference
Conscientious and hardworking	E	Interview & Reference
Presentable and personable	E	Interview & Reference
Caring and kind especially in relation to children	E	Interview & Reference



## TERMS AND CONDITIONS

### NURSERY COOK / SUPERVISOR

#### BOLTON SCHOOL NURSERY

SALARY
<p>The salary will be based on £19,554 per annum, point 07 on the Bolton School Support Staff Salary Scale. Pro-rata this equates to £17,175.81 per annum.</p>
HOURS OF WORK
<p>32.5 hours per week, between Monday and Friday, all year round. The normal hours of attendance will be 7.45am until 3.00pm with a 45 minute unpaid meal break each day.</p>
HOLIDAY
<p>20 days annual holiday, additional days holiday between Christmas and New Year plus eight public holidays, pro-rata for part-time employees.</p>
LINE MANAGEMENT
<p>Nursery Manager</p>
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 9%. If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 3%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none"> <li>• Where appropriate fee remission arrangements will be offered for children to attend the Senior School.</li> <li>• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.</li> <li>• Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.</li> <li>• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.</li> <li>• Life Assurance cover.</li> <li>• Lunches will be provided free of charge on campus.</li> <li>• Training and Development Opportunities will be offered.</li> <li>• Payment whilst absent will be in accordance with the current National Joint Council for Local Government Services Pay and Conditions of Service, as defined in the National Agreement on Pay and Conditions of Service Document.</li> </ul>

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children’s Barred List will

be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.