

Nursery Cook

Our ultimate aim is the happiness, well-being and personal development of every child who attends **Once upon a time**. We put the children at the heart of everything we do. As a Nursery Cook, your role is to work in partnership with the Management Team to ensure the preparation of a balanced, safe and healthy diet for all children who attend the nursery.



Key Accountabilities

Operational

- ★ Maintain Level 2 Award in Food Safety and be prepared to lead the EHO inspection of the nursery kitchen.
- ★ Prepare / cook / bake all foods in accordance with the daily menus and for special functions, monitoring portion sizes, allergies and cultural requirements of the children.
- ★ Ensure that all foods are ready at specified time. Ensure that the correct food is served to children with known allergies/requirements, as notified by nursery staff.
- ★ Prepare the elements of 'tea', such as jelly, vegetable sticks, sandwiches etc.
- ★ Make sure that all foods are covered prior to serving and during transportation to the rooms.
- ★ 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 and Safety.
- ★ Prevent cross contamination of food in the kitchen area.
- ★ Ensure all foods in the refrigerator and freezer are adequately covered and dated. Record in writing the temperature of fridge and freezer daily.
- ★ Ensure rotation and that all food is clearly labelled, including expiry dates. Ensure regular removal of waste/expired foods are disposed of correctly.
- ★ Order food/ingredients online in line with menu requirements, maintaining correct stock levels and monitoring weekly budget/spend.
- ★ Follow the daily kitchen and equipment cleaning schedules.
- ★ Adhere to our 'Policies and Procedures' and comply with the Chartered Institute of Environmental Health – Food Safety, Health & Safety and within the guidelines of Ofsted and the National Day Care Standards.

Effective communication and teamwork

- ★ Communicate daily with the teams about each child's dietary requirements.
- ★ Communicate to the teams any ad-hoc menu changes you may need to make and why.
- ★ Express your ideas and opinions effectively in both individual and group situations and listen to those of your team.
- ★ Be passionate about your work.
- ★ Deliver on what you say you will.
- ★ Work closely with the Management Team, ensuring you are working towards mutual goals.
- ★ Support the delivery of successful Parent's Evenings, preparing information for parents within your job role.
- ★ Challenge each other to do the right thing, always putting the children at the heart of everything you and your team do.
- ★ Be flexible within daily routine, undertaking other duties when needed or asked by senior staff to support the smooth running of the nursery, e.g. cook at another **Once upon a time**
- ★ To act as a **Once upon a time** ambassador, especially while in uniform, to uphold our high standards, both in and out of work hours.

Meeting individual children's needs and well-being

- ★ You'll have a solid understanding of the dietary, allergy and cultural needs of the children.
- ★ You'll always role model an outstanding practice, setting the high standard of what we expect from every Nursery Cook.
- ★ You'll support the team with their understanding of the children's individual nutritional needs.
- ★ You'll speak with parents where necessary, alongside Practitioners, to talk about individual needs of a child.
- ★ Bring your ideas to meetings about seasonal menu changes and speak to your Line Manager about cost saving ideas throughout the year to positively contribute to the future development of the nursery.

Personal development

- ★ You'll strive for growth in your role, using reflection, training and feedback
- ★ You'll actively and regularly add to your Continuous Professional Development (CPD)
- ★ You'll prepare for your Supervisions and Annual Performance Reviews
- ★ You'll use your decisiveness, best judgement, knowledge and depth of experience in new and unfamiliar situations
- ★ You'll endeavour to be innovative in your role by approaching all tasks with a fresh and creative outlook when appropriate
- ★ You'll share your ideas and successes with your colleagues and the other Once upon a time nursery schools