

POST: COOK LOCATION: BIRDHURST DAY NURSERY

1. MAIN PURPOSE AND SCOPE OF THE POST

- 1.1. In conjunction with the Nursery Manager, to be responsible for the running of the kitchen.
- 1.2. To provide a healthy balanced diet for all children, including those with special dietary requirements and babies weaning.
- 1.3. To provide meals for staff and volunteers as required.
- 1.4. To adhere to Health and Safety Regulations set down by the local Environmental Health Authority.
- 1.5. To maintain high standards of hygiene practices and procedures.
- 1.6. To order and purchase provisions within a set budget as laid down by Christian Family Concern.
- 1.7. To provide a non-discriminatory service, sensitive to the needs of Croydon's multicultural community.
- 1.8. To work within statutory requirements and Christian Family Concern's policies and procedures:
 - Equal Opportunities
 - Health and Safety legislation
 - Complaints procedure

and to work in ways that are consistent with current CFC policies.

2. SPECIFIC REQUIREMENTS

- 2.1 To formulate menus to provide a healthy diet, giving consideration to nutritional value, allergens and presentation of food.
- 2.2 To keep up-to-date with the changing requirements of the Environmental Health Authority
- 2.3 To be able to communicate good practices and procedures to other members of staff who work directly with food.

- 2.4 To liaise with the Nursery Manager with regards to budgeting, particularly observing occupancy and staff meals.
- 2.5 Keep records of menus, fridge temperature, hazard assessment, cleaning schedules, etc.
- 2.6 Other duties as may be necessary, eg additional catering for functions within Christian Family Concern.

3. SERVICE CONDITIONS

- 3.1. 35 hours per week (7 hours per day) usually worked from 9.00am–5.00pm, Monday to Friday, with one hour lunch break
- 3.2. Salary: £9.50 – £10.00 per hour
- 3.3. Some of the contracted hours may be outside normal working hours, e.g. to attend staff meetings, catering for functions.
- 3.4. 5.6 weeks of paid annual leave inclusive of Bank Holidays per full calendar year.
- 3.5. Staff are expected to maintain CFC premises as no smoking, alcohol and drug free areas. The expectation is that the ethics, belief system and the personal behaviour of staff must be seen to be compatible with the Christian nature of the organisation.

4. REPORTING LINE

Reporting to the Nursery Manager, the position in the organisation as shown below:

