

## JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title – Cook			
Responsible to:	Deputy Children’s Centre Manager	Salary Payscale £19,389 Per annum	Pro rata if part time
Hours:	To be confirmed	Location:	May be required to work at other locations in North and East and Lower Valley areas.
Date Job Description Last Updated: April 22		By who: BSM	

### Purpose of post

- To organise, prepare and cook a healthy balanced menu for children aged 0-5 years including snacks, lunches and tea.
- To be responsible for maintaining accurate records for the inspection by the Food Standards Agency.
- To manage an annual budget alongside the Children Centre Deputy Manager.

### Key areas

- To be responsible in conjunction with the Deputy Manager for planning varied menus including individual dietary requirements.
- To co-ordinate the serving of all snacks, the mid-day meal and teas.
- To prepare a range of healthy snacks and high tea to be served by Kitchen Domestic/Nursery staff.
- To have a clear understanding of safeguarding policies and procedures, and to act appropriately should areas of concern arise, in line with the centre’s policies and procedures.

### Responsibilities

- Maintain kitchen stock and reorder provisions on a daily basis.
- Maintain Health, hygiene and safety standards according to Food Standards Agency requirements and manage a budget.
- To keep up to date with current best practice around healthy eating for children.
- To manage the workload effectively to agreed levels of performance.

## **Main duties**

- To be responsible for the ordering of provisions and to keep weekly accounts of expenditure.
- To identify and inform the Line Manager of improved methods of efficiency and cost effectiveness within the establishment.
- To maintain a clean and tidy kitchen area.
- To request repairs to items as necessary and ensure action is taken.
- To be responsible for completing records, documents and maintain hygiene standards in accordance to the Food Standards Agency requirements.
- To plan for and meet needs where special dietary requests are required.
- To liaise with parents/carers regarding special dietary requests for their child/ren.
- To attend meetings and training courses as required.
- To prepare buffets to be served both internally and externally.
- To undertake any other commensurate duties as may be required.

## ***Any other duties and responsibilities appropriate and relevant to the post, including:***

- To ensure that the Children's Centre's Equal Opportunities policies are proactively implemented so as to promote inclusion, equality and valuing diversity throughout all aspects of the Children's Centre.
- To perform the duties specified and other duties as required from time to time under the guidance of the Area Management Team or line manager.
- To have a clear understanding of safeguarding policies and procedures and to act appropriately should areas of concern arise, in line with the North Halifax Partnership (NHP) policies and procedures.

## PERSON SPECIFICATION

***North Halifax Partnership Ltd is an equal opportunity employer. We are committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. A disclosure and barring service check is undertaken for all staff – a caution or conviction does not automatically prevent an offer of a job and any issue may be discussed with a prospective employee.***

<b>POST TITLE:</b>		<b>Cook</b>	
<b>Criteria No</b>	<b>Attributes</b>	<b>Criteria</b>	
	<b>Relevant Experience</b>	<b>Essential</b>	
		<ul style="list-style-type: none"> <li>• Food preparation and serving of meals for a group setting.</li> <li>• Budgeting, ordering of provisions and stock rotation.</li> <li>• Record keeping of food, fridge and freezer temperatures.</li> <li>• Planning a varied healthy menu.</li> </ul>	
		<b>Desirable</b>	
		<ul style="list-style-type: none"> <li>• Previous experience of cooking and planning menus for young children.</li> </ul>	
	<b>Education, qualifications and Training Attainments</b>	<b>Essential</b>	
		<ul style="list-style-type: none"> <li>• Current Basic Food Hygiene Certificate or current Intermediate Food Hygiene.</li> <li>• Relevant catering qualification.</li> </ul>	
		<b>Desirable</b>	
		<ul style="list-style-type: none"> <li>• Willingness to undertake further training.</li> </ul>	

	<b>General and Special Knowledge /Ability</b>	<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to organise kitchen area and maintain a clean and tidy environment.</li> <li>• Knowledge of food preparation routines – hand washing, use of utensils, health and safety routines.</li> <li>• Ability to communicate well with adult and children.</li> <li>• Good organisational skills.</li> <li>• Ability to adapt menus according to children’s dietary needs and religion.</li> <li>• Experience of budgeting and menu planning.</li> <li>• Knowledge of best practice in relation to planning health menus.</li> <li>• Awareness of equality and diversity.</li> <li>• Awareness of health and safety in relation to the role.</li> <li>• Willingness to undergo full recruitment checks including enhanced DBS disclosure.</li> <li>• Must be eligible to work in the UK.</li> <li>• Able to work occasional evenings and weekends.</li> <li>• Ability to travel in connection with work.</li> </ul>
		<b>Desirable</b> <ul style="list-style-type: none"> <li>• Knowledge of current best practice in health eating for young children.</li> </ul>