

JOB DESCRIPTION

ROLE:	NURSERY CHEF
Reports to:	Senior Operations Manager
Contract details:	Full time, 37.5 hours per week, permanent
Salary:	£32,400 per annum

ROLE SUMMARY

The Chef is responsible for the running of Coin Street's family & children's centre (CSfcc) kitchen in which meals are provided for children and childcare staff (for our nursery, holiday play schemes, crèche and parent support programme). You will provide healthy, nourishing meals for children, staff and users at the centre. You will also support parents, carers and children to develop healthy eating lifestyles.

Main responsibilities are around the kitchen and store, preparing and serving food in compliance with environmental health department guidance and food handling and hygiene regulations. You will need to ensure that the food service reflects the cultural diversity of the children at the centre and meets their dietary and religious needs.

TEAM OVERVIEW

Our Coin Street Nursery and Children's Centre offers families and children high quality and affordable programmes, providing integrated childcare and early years' education. We are an Ofsted registered day nursery catering for up to 59 children daily from 3 months to 5 years of age.

We have created a nursery that we are very proud of and which is currently rated Good by Ofsted. We are proud of our inclusive approach which aims to meet the learning needs of all children putting their unique experience and who they are at the heart of their learning journey with Coin Street.

KEY ACCOUNTABILITIES

Food Preparation

1. To prepare meals in accordance with an agreed seasonal 2 or 3-week menu cycle and to change this in accordance with the Family and Children's Centre budgetary framework and food standards, allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
2. To be responsible for and participate in the preparation, cooking and serving of meals and drinks to children and staff within the CSfcc at the times of day required, within the highest standards of food hygiene requirements.
3. To provide supervision and support to kitchen assistants or kitchen apprentices as required.

4. To understand the needs of children with special dietary requirements and ensure they are catered for.
5. To ensure that meals are presented and served in an attractive way and working to deadline ensure meals are served promptly.
6. To maintain high standards of cleanliness in the nursery kitchen, stock area, fridges and freezer. To wash up after meals (breakfast, mid-morning snack, lunch, afternoon snack and tea).

Working Collaboratively

7. To help create seasonal menus in collaboration with staff, parents/carers and children to ensure a balanced and diverse menu.
8. To help promote the meals through taster days, parent events, newsletters, theme days and other events and methods.
9. To support Coin Street's emphasis on children's health and well-being. To support on projects such as a herb garden and food recycling projects.
10. On occasion, and with agreement, to lead on food preparation for special events, which may be outside normal hours.
11. To support cooking classes for children through menus, ingredients and cooking the bread etc created..
12. To liaise with Coin Street's volunteer gardeners on using Coin Street's garden produce.

Health and Safety

13. To ensure that the highest standards are maintained in respect of health and safety within the kitchen particularly in relation to all levels of hygiene, food hygiene, operation of equipment, and safety procedures.
14. To ensure kitchen risk assessments and kitchen checks are completed regularly. To inform CSfcc staff on these issues when necessary.
15. To ensure that the kitchen is kept in a hygienic condition including the cleaning of floors, cupboards, refrigerators, ovens etc, according to the schedule.
16. To operate kitchen equipment and ensure it is maintained in a clean condition, reporting any defects in equipment or kitchen premises and requesting repair or replacement to be undertaken.

Administration

17. To ensure menus and recipes are comprehensive and a printed copy kept on file in the kitchen and cover instructions are prepared to ensure consistency during leave, etc.
18. To be responsible for completing daily records on Trial / paper records of vital data e.g. food temperatures, allergens, menu adjustments etc.
19. To be responsible for maintaining adequate food stocks, ensuring that regular checks are undertaken and that there is a minimum of 2 days' worth of meals in store, and forward planning to ensure that each day's menu is followed, requesting that orders be placed when necessary, and are cost effective.
20. To be responsible for working within the budgetary framework to order food and sundries, including checking delivery notes and invoices.
21. To be responsible for portion control and to calculate orders appropriately, ensuring resources ordered remain within budgetary framework as advised by line manager.
22. To monitor, control and reduce waste and make recommendations to the Operations Manager for menu adjustments.
23. To provide management information including the breakdown of meal numbers and meal costs on a weekly basis and on request.
24. To conduct stock takes on a monthly basis and on request.
25. To report any complaints or incidents to the Operations Manager and Head of Early Years Education.

General

26. To ensure that all CSfcc child protection procedures are adhered to as necessary.
27. To ensure the health and safety of children and to work to all relevant health and safety/Ofsted requirements.
28. To keep confidential any information regarding children, their families and staff in accordance with CSfcc policy.
29. Undertake any other reasonable duties, as may be required from time to time, as consistent with the scope of this role.

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

GENERAL REQUIREMENTS

To comply with Coin Street's Diversity, Equality and Inclusion policy.

To comply with Coin Street's Health & Safety policies.

To comply with Coin Street's Safeguarding policies.

To comply with Coin Street's IT policies and procedures.

To promote an organisational culture that reflects Coin Street's values:

- *Creative: By looking for solutions rather than problems I will find better ways of doing things*
- *Collaborative: By respecting the views of others we will learn, grow, and achieve more together*
- *Committed: I do what I say I am going to do, and do the best job I can.*
- *Curious: We ask questions about what we do and the way we do things – as an organisation, community, and society*
- *Inclusive: I embrace difference and encourage authenticity*

PERSON SPECIFICATION

KNOWLEDGE & EXPERIENCE

ESSENTIAL

1. Current Food Hygiene certificate
2. Literacy and numeracy skills to enable the post holder to participate in ordering and stock control and to undertake administrative tasks related to the running of the kitchen.
3. Knowledge of the dietary requirements of the service users including the provision of special diets and ethnic meals and experience planning menus and preparing food for a large number of people.
4. Knowledge of health and safety factors including hygiene issues involved in the catering industry, including acquiring the Basic Food Handling Certificate.
5. Knowledge of the Food Safety Act 1990 and Health and Safety Act 1979.
6. Experience of cooking a wide range of meals in a non-domestic setting for a group of people including an understanding of the factors involved in cooking for under-fives.
7. Experience of participating in the ordering of kitchen supplies and use a wide range of kitchen equipment, including maintaining a stock control system and ordering stock within budgetary constraints.

DESIRABLE

8. Food Handling Certificate.
9. First aid Certificate.

SKILLS & ABILITIES

10. A personal commitment to and enthusiasm for Coin Street's purpose and values
11. Ability to work as a member of a team as well as work independently, organising own work and prioritising tasks.
12. Ability to participate in the development of the service, including contributing to the provision of ethnic and whole-food meals.
13. Ability to communicate effectively with a range of people including children, with sensitivity to the needs of service users.
14. Commitment to own development, embracing opportunities to improve own skills & knowledge.
15. All posts are subject to an Enhanced Disclosure Check (DBS)

Before commencement of employment all new staff members will be required to undertake online safeguarding and PREVENT training.