Rope Green Farm Day Nursery Job Description

Job title: Nursery Cook

Reports To: Nursery Manager

1. Scope of Position

1.1 Responsible for the management of a nursery kitchen, organising, preparing and delivering nursery meals in accordance with the nursery menus, food policies and individual dietary requirements.

2. Key Responsibilities

2.1 Responsible for the planning and preparation of food to provide meals in accordance with Rope Green Farm Day Nursery menus and food policies.

2.2 Ensure that all individual dietary requirements are catered for in line with parental guidance.

2.3 To ensure that the highest standards of health and safety apply to both children, staff, parents and visitor, maintaining a safe and secure environment.

2.4 Ensure that hygiene and cleanliness within the kitchen is of the highest standard in accordance with Environmental Health requirements and legislation.

2.5 Maintain necessary kitchen procedures and records in accordance with Rope Green Farm Day Nursery and Environmental Health policies and processes.

2.6 Responsible for control, storage and rotation of kitchen stock.

2.7 Order food in line with Rope Green Farm Day Nursery policies and within specified nursery budget.
2.8 To contribute to the team effort of the nursery and to attend staff meetings and social events as and when required.

2.9 To undertake future and refresher training as appropriate

2.10 Liaise with nursery Manager on the ordering of necessary kitchen equipment.

2.11 To undertake any other reasonable catering duties as requested by the Nursery Manager