

Job Description

Nursery Chef

Job Title: Nursery Chef

Department: Children, Youth and Families

Responsible to: Nursery Manager

Location: YMCA Newark & Sherwood Community Activity village

Hours: 37.5 hours per week

Salary: £19,226 per annum

Job Purpose

- To serve good quality nutritious food in a clean and welcoming environment keeping children at the heart of the service.
- To ensure compliance with Health & Safety and all food regulations.
- Where required, support within the Nursery and deliver the highest quality care and education for all children to achieve and maintain an Outstanding Ofsted judgement.
- To support the development of an organisational culture that puts our Christian Core Values - Caring, Honesty, Respect and Responsibility - at the centre of all we do.

Principal Responsibilities

- To understand children's nutritional requirements and all food allergens.
- To prepare snacks, lunch and tea for all children in the nursery.
- In conjunction with the Childcare Manager prepare weekly menus for children.
- To ensure all meal planning and food ordering is in line with the agreed catering budgets.
- To maintain adequate stores and food stuffs in appropriate storage conditions.
- To ensure the kitchen and kitchen equipment are kept clean and tidy.
- To clean and defrost the freezer as necessary.
- To observe high standards of food hygiene during the preparation, cooking and serving of all foods.
- Maintain the Safer Food, Better Business documentation daily to comply with food safety management procedures and food hygiene regulations.
- Promote healthy eating with both staff and children.
- A commitment to Safeguarding and promoting the welfare of children.



Responsibilities of all YMCA staff, casual workers and managers

1 Ambassador for the YMCA

To act as an advocate and ambassador of the YMCA; promoting and exemplifying the YMCA's core values, mission, vision, and ethos and to positively and proactively protect the YMCA's reputation.

2 Other duties

To undertake any other duties and responsibilities as may be assigned by your Line Manager or anyone else designated by the Chief Executive Officer, as necessary. To work in a flexible way to ensure that workload is completed and to undertake any other jobs commensurate with the seniority of the post.

3 Discretion to act

To exercise discretion in the performance of the duties of the post, to use best practice and to ensure the effective and efficient use of resources.

Nothing in this Job Description is intended to authorise the post-holder to undertake responsibilities that belong properly to trustees and members of the Executive Management Team unless properly authorised to do so by the Chief Executive Officer directly or through an appropriate manager.

4 Relationships and confidentiality

To establish, maintain and enhance team-working with colleagues and staff of Nottinghamshire YMCA and to keep confidential all information about individuals and the business of YMCA Robin Hood Group. Any breach of confidentiality will be treated seriously and may lead to dismissal.

5 Association ethos

To support the Christian ethos and core values of the Association. The Association is committed to equality of opportunity and expects all staff and casual workers to abide by our Equality and Diversity Policy.

6 Health and Safety

To adhere to the Association's Health and Safety policies.

Line Management Responsibility:

Informal support of Apprentice Nursery Chef.



PERSON SPECIFICATION

Please ensure that you address all the requirements marked with an "A" in the final column as we will be looking for this information when Shortlisting.

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Area	Criteria	How Assessed*
Experience	1.1 Experience of cooking in a childcare setting and creating nutritionally balanced meals for children.	A, I, T
	1.2 Experience of working in a commercial kitchen.	A, I
	1.3 Working within an agreed budget.	A, I
	1.4 Menu planning for children and babies.	A, I
	1.5 Working knowledge of Better Food, Safer Business	A, I
Knowledge	2.1 A working knowledge of COSHH, and all food related legislation	A, D
	2.2 Knowledge of Health & Safety relating to nursery and childcare provision.	A, I
	2.3 Allergy awareness and catering for different dietary requirements.	A, I
	2.4 Knowledge of safeguarding children and young people.	A, I
Education/ Training / Qualifications	3.1 Food Hygiene qualification Level 2 or above	A, D
	3.2 First Aid at work	A, D
	3.3 NVQ Level 2 in Catering	A, D
Skills & Abilities	4.1 Able to ensure that all administrative records are maintained and returned as required, including cleaning rotas and fridge temperatures.	I
	4.2 Ability to create balanced menus that caters to all dietary requirements of the children.	I
	4.3 Ability to manage stock levels in a kitchen environment.	A, I
	4.4 Ability to lone work under pressure to meet deadlines.	A, I

Other work related requirements	5.1 Ability to support the Christian core values of the Group	I
	5.2 Willingness to undergo a satisfactory enhanced DBS check and register with the Update Service	I, D
	5.3 Willingness and flexibility to travel between sites as necessary sometimes at short notice	I
	5.5 Understanding of the needs of children and adults from diverse backgrounds	I
	5.6 Willingness to work flexibly with hours suited to business need	A, I

*When Assessed – (A) on Application form, (I) At Interview, (T) During Test, (D) From Documentary evidence e.g. references, qualifications, driving license etc

YMCA Newark & Sherwood is committed to promoting diversity and practicing equality of opportunity

YMCA Newark & Sherwood is committed to the protection of children and adults at risk

