



Job Descriptions: Cook

Job title: Cook

Purpose of post

To organise, cook and prepare a healthy balanced diet for children from birth to 12 years.

Key areas

- Provision of food
- Hygiene, health and safety.

Responsible to

Nursery Manager/Deputy Manager

Main duties

- To be the budget holder for the provision of food and associated goods for the nursery
- To be responsible for the purchase of such provisions
- To keep weekly accounts of such expenditure
- To be responsible in conjunction with the Manager for planning healthy and balanced menus
- To prepare meals according to individual dietary requirements where necessary
- To ensure meals/snacks are safely prepared, nutritionally balanced, of good quality and appropriate in quantity following recommendations in Welsh Government Food and Health Guidelines for Early Years and Child Care Settings (2009);
- Be clear about the regulation relating to allergies and provide adequate information to parents about the contents of meals provided
- To co-ordinate the serving of the mid-day meal and snacks throughout the day
- To wash-up crockery, cutlery and all equipment used to prepare meals
- To be responsible for hygiene and risk assessment within the kitchen area, including all record keeping relevant to the post
- To be responsible for food safety within the nursery including all safety checks relating to food storage and preparation
- To maintain an agreed high standard of hygiene and cleanliness within the kitchen area.