



## JOB DESCRIPTION

<b>Job Title:</b>	Nursery Domestic – Catering	<b>Date Reviewed:</b>	Nov 2019
<b>Reports to:</b>	Funding and Finance Lead		
<b>Principally relates to:</b>	Nursery Staff, Children		
<b>Purpose of the role:</b>	To ensure the preparation of a balanced and healthy diet for the children, adhering to policies and procedures of Eureka nursery and in compliance with Environmental Health-Food safety and within the guidelines of OFSTED and the welfare requirements.		

### Main Areas of responsibility:

#### General

- To re-heat lunch and prepare & cook tea taking in to account dietary and cultural requirements of the children as advised by the Nursery Management Team
- Ensure that all food is ready at the specified time and transported to the rooms in suitable containers.
- Recording temperatures of all cooked food.
- Ordering stock in line with menus.
- Ensure that all food is correctly stored and covered as required.
- Monitor and record the temperature of the fridge and freezer on a daily basis.
- Maintain high standards of personal presentation and personal hygiene.

#### Housekeeping and Safety

- Ensure that appropriate food hygiene standards are maintained at all times.
- Ensure that stock is appropriately displayed and rotated and that out of date or unfit stock is removed.
- Ensure the kitchen area is clean, tidy and safe.
- Carry out regular checks of equipment and premises to ensure they are safe and in good working order and report faults as required.
- Ensure that each room is cleaned to a high standard after lunch - this to include tidying lunch equipment, thorough wiping down of surfaces and cleaning of floor areas.

#### Cleaning

Undertake all tasks as trained and directed so that high standards of health and safety and food hygiene are met.

- Washing up, manually and by machine as required to set standards
- General cleaning to follow the cleaning schedule as directed
- Keep all areas clean and tidy.



### **Health & Safety**

All staff are expected to observe all health and safety at work regulations as set out by Eureka! in accordance with statutory obligations.

- Reporting of accidents
- Report any unsafe practices or broken machinery/equipment to the supervisor, so that remedial action can be taken immediately
- Use all equipment as trained observing all safe practices, so that accidents are avoided
- Undertake level 2 food hygiene training
- Follow risk assessment and COSHH procedures

### **Any other Duties**

- Undertake any other duties as may reasonably be requested of a Catering Assistant
- To attend training courses and staff meetings as required

### **Special features**

- Working with the children offering basic cooking lessons
- Occasional weekend or evening work may be required to promote Eureka nursery.
- Appointment is subject to enhanced disclosure from the Criminal Records Bureau.

### **Details of education and experience preferred**

- GCSE English and Maths, grades A – C
- Level 2 Food Hygiene certificate desirable but full training will be given
- Basic Safeguarding

### **Details of special skills/experience/aptitudes needed**

- Outgoing cheerful personality
- A good work ethic
- Good verbal communication skills
- A team player
- Ability to use own initiative and self-motivated
- Organised
- Well-groomed appearance
- To be a confident person
- Proven ability in carrying out instructions
- Previous catering experience desirable