Job Description

Job Title: Relief Cook

Responsible to: Early Years – the organisation for young children

Reports to: Project Manager

Salary: £8.76 per hour

Hours: as and when required

Location: Fermanagh Early Years Children and Family Centre

Tenure: ongoing

Allowances: Travel expenses will be paid according to Early Years – the organisation for young children rates and guidance.

1. **Job Purpose**

The Cook will be responsible for providing well-balanced and nourishing meals and snacks to children and light snacks for staff and visitors as and when required.

To promote and develop high quality, evidence-informed early childhood services for young children, their families and communities, working to ensure children are:

- Strong, competent and visible in their communities
- Physically and emotionally healthy
- Eager and able to learn
- Respectful of difference

Guided by our values:

- Childhood - in its own right
- Listening to children – and those who care for them
- A strong voice for children
- Play, fun and creativity

- Parents as first educators
- Participation of children and families
- Community involvement and development
- Partnership
- Inclusion and diversity

- Excellence and evidence-based innovation
- Effective stewardship and governance
- A professional, committed and recognised workforce
- Valuing staff, members and their commitment
Working ethically is intrinsic in all that we do:

“We should endeavour to work fairly, with honesty and transparency; everything we do has to stand the test of public scrutiny. We should be caring and responsible for our actions, show respect for our colleagues, and always work for the benefit of the communities we serve, spaces we inhabit and culture we create.

2. Key Tasks

- Responsibility for the provision of quality home cooked food at set times.
- Ensuring that meals are prepared at the agreed times and at the correct temperatures.
- Ordering all foodstuffs in quantities that are economically sound.
- Ensuring that food is stored in cool dry surroundings at all times.
- Maintaining a high level of service and hygiene within the kitchen.
- Compiling menus, giving special consideration to special diets, likes and dislikes of children. Changes in menus must be discussed with the Nursery Leader.
- Supervising the cleaning of the kitchen and all equipment.
- Observing the correct use and care of equipment.
- Reporting any breakdowns or defects in machinery or materials to the Centre Manager.
- Observing good hygiene practices.
- Reporting any accidents / incidents which may occur.
- Observing good safety practices at all times thus ensuring the safety of children, staff and members of the public.
- Being aware of the Food and Hygiene Regulations in the preparation of food and carrying out any regulations required by the Environmental Health Officer.
- Adhering to the Centre’s Policies and Procedures. Knowing and understanding the Centre’s policies and procedures in relation to:
  - Health and Safety
  - Accident Prevention
  - Cleanliness of the Centre
  - Fire Prevention and Fire Procedure
  - Code of Food Handlers
  - Causes of Food Poisoning
  - Waste Disposal
  - Handling and Preparation of Food
- Participating in Staff Induction and Training in order to maintain the highest level of service to all children, staff and visitors.
• Ensuring that all necessary records are maintained:-
  o Menus.
  o Record of actual food provided to the children daily.
  o Cleaning Schedule Records
  o Food Hygiene Records:-
    ▪ Cooking Temperatures
    ▪ Fridge Temperatures
    ▪ Food Delivery Temperatures
    ▪ Hot Holdings Temperatures

• Preparation of trays / trolleys for meetings / visitors.

• Nursery / Summer Scheme Lunches.

• Preparation of food / trolleys for evening meetings / training sessions, etc.

• Promoting healthy eating / preparation of healthy meals.

• Being familiar with the Fire Drill and Safety Precautions relevant to your department

• Take part in the Supervision and Appraisal process

• Any other duties identified by the Centre Manager

General

▪ To represent Early Years as agreed with the Line Manager.

▪ To be committed to own and employees’ personal development and growth.

▪ To provide the appropriate service and to treat all stakeholders in a courteous and respectful manner.

▪ To demonstrate commitment to Early Years by regular attendance and the efficient completion of tasks allocated.

▪ To take part in and assist in the organisation of special events, outings, visits and any other activities as required.

▪ To promote Early Years and the Daycare Programme.

▪ Be available for planning, review, support and appraisal meetings and any relevant training and staff development as required.

▪ To carry out all duties in compliance with Early Years Health and Safety Policy and Statutory requirements.

▪ To adhere to Early Years values and behaviours in all aspects of employment

▪ To adhere to Early Years Equal Opportunities Policy throughout the course of employment.
▪ To adhere to Early Year’s Confidentiality Policy.

▪ To adhere to Early Years Child Protection Policy and Procedures.

▪ To maintain the high standards of personal accountability to ensure the ongoing confidence of the public in the staff of Early Years.

▪ To carry out any other duties falling reasonably within the competence and capability of the post holder.

The duties and responsibilities outlined in this Job Description are not meant to be definitive nor restrictive and may be modified to meet changing needs. It should be noted therefore that duties, designation and location of the post might be subject to change in the future to meet the changing requirements of the service.