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**Job Description**

**Rainbow Family Centre – Cook**

**Accountable to:** Assistant Director of Young People and Family Service

***Reports to:*** Early Years Nursery Manager

***Based:*** Rainbow Nursery – 11 Bravington Road, W9 3AB

***Responsible for:*** To maintain a high standard of cleanliness in the kitchen.

To be responsible for the preparation of food, in line with agreed menus, and cleaning of kitchen equipment.

***Hours / Salary:***15 hours a week (3 hours per day, you will be required from 10:00am

to 1:00pm on Monday – Friday).

£9.00 per hour

Some degree of flexibility around the working hours will be required and alternative patterns can be discussed

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**Main Duties and Responsibilities:**

* To provide healthy nutritious meals to children under 8 in a nursery setting which includes children with and without disabilities
* For that food to be nutritious, meet dietary and health needs as well as reflect cultural and seasonal diversity
* To prepare, cook and serve healthy meals to children on site 5 days a week.
* To menu plan taking into consideration portions, allergies, dietary and age requirements
* To factor in cultural needs and events into menus
* To ensure that the kitchen is kept clean and tidy at all times in partnership with all team members and partner services at Rainbow.
* To ensure effective and efficient output of work to meet the needs of Rainbow’s services with regards to the health and safety.
* To maintain good stock control and storage of food, equipment and cleaning items in line with five star Environmental Health Food Hygiene and COSHH standards

**Limits of Authority:**

* To work within the guidelines specified by the Director of Children Youth and Family services and within budget allocation.

**Managing Diversity /Equal Opportunities**

* To work together with the team at Rainbows and other providers and partners accessing Rainbow’s Nursery to ensure that the centre’s kitchen is a clean, safe, welcoming and supportive environment, with consideration to the children, young people and family’s needs accessing our services.
* To work together as part of a team within an equal opportunities and supporting diversity framework including cultural diversity on food.

# General Duties - Health and Safety

* To report any faults and maintenance queries and issues as required to Early Years Nursery Manager delivering a working knowledge and understanding of Health and Safety policies and procedures.
* To undertake training in safeguarding, maintain Food Hygiene training and develop an awareness of Ofsted standards and requirements in relation to provision of high quality food and nutrition to children
* Report to the Early Years Nursery Manager any concerns.
* To be familiar and have knowledge of Health & Safety procedures
* To keep the Kitchen and storage room stocked , clear and tidy with good labelling and stock rotation systems
* To undertake Kitchen duties as required.
* To look order and maintain supplies.
* To perform cook/ chill functions on days of absence to ensure the quality of food is maintained
* To inform Early Years Nursery Manager of any equipment needs or faults where replacements are required

# Communication and Relationships

* To assist in making Rainbow’s a welcoming and friendly and safe environment through the development of positive attitudes and relationships.
* To work as part of a team as an approachable , warm and friendly team member

# Management and Teamwork

* To participate in team meetings and training when relevant and when required.

# Supervision and Training

* To participate in individual supervision and complete appraisals in line with the Rainbow’s standards.
* To participate in the assessment and identification of own training needs and undertake relevant training as appropriate
* To support other team members in learning skills in the area of food prep and food hygiene

*In order to deliver service effectively a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to the above. Such duties, however, will fall within the scope of the post at the appropriate grade as requested by the line manager.*

**Person Specification**

**Rainbow Family Centre – Cook**

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| **QUALITIES** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT CRITERIA** |
| **Education** | Ability to complete written work including basic Maths and English. | Catering qualification | Application form. |
| **Experience** | Ability to maintain positive relationships with other staff, contributing to good communication and team work.  Working within a kitchen setting professionally or with demonstrable good home cooking skills |  | Application Form and Interview  References |
| **Skills** | Ability to maintain a clean, safe environment at all times.  Ability to work within a very tight budget for each weeks meals  Ability to plan and prepare a variety of foods which meet diverse needs of children |  | Application Form and Interview  References |
| **Knowledge** | Knowledge of Food Hygiene practices  Knowledge of allergies and impact of allergens with alternatives to manage balanced diet |  | Application Form and Interview |
| **Motivation/**  **Disposition** | Available to work Monday to Friday 3 hours a day (with some degree of flexibility).  Friendly disposition towards children and team members |  | Application Form |