



JOB DESCRIPTION- CHEF

Job Overview

To ensure that catering within the setting is to the standard required of the company.

Aims

- To follow the required menus of the company or individual nursery
- To communicate any relevant information required to follow the food and drink policy and health and safety procedures with all members of staff
- To use the administration process appropriately to enable policies and procedures to be followed accurately
- To ensure the legal aspects of health and safety are followed in line with company's policies and procedures
- To undertake any relevant training, and when required, to train other members of the catering team

Key Responsibilities

- Adhere to all company policies and procedures
- Provide a positive practice role model
- With support contribute to a high standard of quality within the nursery, including practice, environment and resources to meet the requirements of the Early Years Foundation Stage
- Ensure that equality of access and opportunity is provided to all children, parents, staff and visitors
- Ensure that all children are kept safe
- Notify Designated Officer of any safeguarding concerns
- Maintain a positive attitude at all times with children, parents, colleagues and visitors
- With support develop and maintain professional working relationships with colleagues, parents and carers
- Ensure confidentiality, where appropriate, is maintained
- Adhere to all health and safety policies and procedures and undertake a shared responsibility for cleanliness and health and safety throughout the nursery
- With support work as part of a team to ensure the company's values are maintained
- To ensure all production, service and presentation of food is to the company's standard
- To ensure the prompt service of all meals and snacks are to the company's requirement
- To ensure all catering activities are carried out in-line with agreed budgets
- To ensure any comments regarding the catering operation – positive or negative are noted and acted upon
- To purchase all supplies through agreed nominated suppliers
- To follow up any supplier problems and report to nursery manager if not resolved
- To ensure special dietary procedures are followed
- Follow environmental services procedures and documentation
- Ensure all aspects of the "health and safety at work act" are complied with in operation, with specific reference to; safe working practices, hygiene practices, fire procedures and staff training
- Facilitate inspections by regulatory bodies and implement any recommendations
- Attend regular staff meetings and undertake training as required
- Undertake any other duties as reasonably requested by line manager



The duties and responsibilities included in this job specification are not exhaustive or restrictive and can be reviewed at any time in the future, changes and other duties deemed relevant to this post may be added.

Person Specification – Chef

Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Educated to GCSE Level (or equivalent) • Food and Hygiene Level 2 	Qualifications <ul style="list-style-type: none"> • Safeguarding • Formal Qualification in Culinary Skills such as City & Guilds or NVQ • Prevent Duty • FGM • Paediatric First Aid
Skills/Competencies <ul style="list-style-type: none"> • Ability to communicate confidently with adults and children • Able to work well within a team • Able to work on own initiative • Good verbal and written communication skills • Able to maintain confidentiality and know when to report issues of concern to a senior team member • Generate creative ideas to inspire learning • Good planning and organising • Ability to comprehend and adhere to a strict set of policies and procedures • Work in partnership with parents and colleagues • Effective time management • Able to follow direction • Ability to keep clear and accurate records • Maintain adequate stock levels of food 	Skills/Competencies <ul style="list-style-type: none"> • General computer literacy • Good organisational Skills • Ability to work well under pressure • Able to reflect and learn from personal actions and experience • Evidence of ongoing personal development • Calm in all circumstances • Achieved and maintained a 5* EHO rating
Knowledge <ul style="list-style-type: none"> • Able to ensure the safety and welfare of children through a confident knowledge of Safeguarding processes and procedures • Health and Safety awareness • Knowledge of health and nutrition 	Knowledge <ul style="list-style-type: none"> • Specific training in child protection • HACCP
Experience Required <ul style="list-style-type: none"> • One year's experience working in the hospitality industry • Leading an EHO inspection • Planning a nutritionally balanced menu 	Experience Required <ul style="list-style-type: none"> • Experience of supporting children within a Nursery setting • Experience of working and communicating with parents and carers • Experience working as a Chef in a childcare setting
Personal Qualities <ul style="list-style-type: none"> • Self-motivated • Flexible • Friendly • Enthusiastic • Committed • Professional • Motivated • Able to have fun! 	Personal Qualities <ul style="list-style-type: none"> • Resourceful