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Kick Start - Assistant Nursery Cook

Role   
and   
Responsibilities

offer exciting opportunities for young people to gain valuable work experience.

**ELIGIBILITY**

The Kickstart Scheme is open to people that are aged 16-24 that are currently claiming Universal Credit and are at risk of long-term unemployment.

**LENGTH:**

Six months

**AGE RESTRICTION:**

16-24

**SALARY:** National Minimum Wage

***Main duties***

*To assist in running the kitchen on a day to day basis, helping preparing and cooking fresh food for snacks, lunch and tea.*

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*Assist in ordering food via the computer and Asda home shopping and update budget forms where necessary.*

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*To implement the daily routine of cleaning and cooking.*

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*To assist in monitoring and registering appliance temperatures and maintaining the temperature charts.*

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*To assist with planning healthy and nutritious menus.*

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*To liaise with staff members regarding children’s allergies, dietary requirements.*

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*To be flexible within the working practises e.g. preparations of snack/meals, washing up etc.*

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*To advise the Manager of any concerns e.g. over children, parents or the safety of equipment, preserving confidentiality as necessary.*

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*To ensure that children are kept safe and that you understand when to follow child protection procedures.*

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*To support meal times within the setting.*

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*To actively participate at team meetings, supervisor meetings and appraisal meetings.*

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*To keep completely confidential any information regarding the children, their families, or other staff, which is required as part of the job.*

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*To work within the food hygiene standards and the relevant health and safety regulations.*

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*To be aware of and adhere to all the setting’s operational policies and procedures, e.g.*

**

*health and safety, fire precautions, food safety, cleanliness of the setting etc.*

*To ensure that adequate records are kept and updated regularly.*

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*To promote the nursery to current parents and potential customers.*

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*To undertake any other reasonable duties as directed by the Room Leader/Manager, in accordance with the setting’s business plan/objectives.*

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***It is the nature of working in a nursery that tasks and responsibilities are on occasion unpredictable and varied, so to retain flexibility this job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Owner/Director/Manager.***

***Person specification***

*Essential criteria*

*Keen interest in food safety/catering.*

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*Good communication skills.*

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*Commitment to equal opportunities.*

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*Willing to obtain or Current food hygiene certificate.*

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*Friendly and flexible approach at work which facilitates the development of effective relationships.*

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*Desirable criteria*

*Willingness to learn and to undertake further training.*

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*Some experience of working with young children.*

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*Current First Aid at Work qualification*

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