

Role title: Kitchen Assistant

Department: Childcare

Job family: Internal Support Roles

Job level: Level 2

About the role:

The Kitchen Assistant will assist with the preparation and serving of healthy, nutritionally balanced meals and snacks to all children in the nursery setting. Work within the Food Safety, Health and Safety and other Policies and Procedures of the Society in maintaining a safe and hygienic catering environment.

What you'll be doing:

- Assist with the completion of all kitchen and food hygiene paperwork in accordance with Society policy
- Be flexible in meeting the needs of children's special dietary requirements and have strict controls in place to ensure safe delivery of these
- Have high standards of safety, security, hygiene and cleanliness, both in food preparation and storage areas and in personal presentation
- Assist the Nursery Chef and Nursery Manager to achieve the highest possible outcomes and awards in Environmental Health inspections
- Work with nursery colleagues to ensure baby meals are the right consistency and that appropriate weaning foods are available inline with the weaning policy
- Be able to assist with making fresh meals and not rely on pre-prepared, convenience or packet foodstuffs as per the rotational menu guidelines
- To assist with managing the food budget with the Nursery Chef and Nursery Manager and to be aware of portion control ensuring adequate food quantities for each child
- Ensure the effective and regular removal of waste materials to the designated store and work with the Nursery Manager to ensure regular collection of that waste

About You:

- Have a food hygiene qualification or certified equivalent and have a sound knowledge of food safety, HACCP and COSHH requirements



Scope:

Reports to: Nursery Chef

Overall report: Nursery Manager

Budgetary Control: No financial authorisation levels

Contacts (internal/external): Internal contacts – Childcare colleagues (ensure children have appropriate and balanced meals);

External contacts – EHO and food standards officials; Support services within the Society; Suppliers; Parents / carers.