



# Job Description

<b>Job Title:</b>	Nursery Cook
<b>Project:</b>	Nursery
<b>Salary:</b>	<b>£13.59 per hour</b> <b>Annual Salary £ 11,832.60</b> including pro rata holiday entitlement
<b>Hours:</b>	<b>20 hrs per week</b> Monday to Friday between the hours of 9.30 and 1.30pm <b>38 weeks</b> per year during nursery term time. Flexibility around hours is necessary to support the needs of the provision. Pro rata annual leave and public holidays included
<b>Duration:</b>	Permanent
<b>Clearance required:</b>	Enhanced DBS Check and suitable references
<b>Responsible to:</b>	Nursery and After School Club Manager
<b>Job Purpose:</b>	<b>Job Summary:</b> We are seeking a dedicated and preferably experienced Nursery Cook to join our team. The ideal candidate will be responsible for preparing nutritious and appealing meals for young children, ensuring all dietary needs and preferences are met and maintaining safer food hygiene records and standards. This role requires a passion for cooking, a love for children, and a commitment to maintaining high standards of hygiene and safety.

## Work for us

# Creating Cycles Of Community Change

We're looking for an enthusiastic, motivated individual who can make a huge positive contribution to the lives of children and their families in North East Manchester. You must have a genuine passion for working with children and families, and have a nurturing, caring personality to be able to engage and support

This job description is intended to provide a guide to the general duties and responsibilities of the post. It should not be regarded as a contractual document. It will be reviewed regularly and may be varied at the discretion of Manchester Settlement



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childrens care wellbeing. You must be able to plan and produce nutritious menus to support our Healthy lifestyles curriculum for children.

**If you're passionate about providing an exceptional service to children and families, we'd love to hear from you!**

## Key Responsibilities:

- Plan and prepare balanced meals and snacks for children aged 0-5 years.
- Ensure all meals meet nutritional guidelines and accommodate dietary restrictions and allergies.
- Maintain a clean and organised kitchen, adhering to health and safety regulations.
- Order and manage kitchen supplies and food.
- Collaborate with nursery staff to create menus that are both nutritious and appealing.
- Monitor food storage and ensure proper handling of all ingredients.
- Engage with children during meal times to encourage healthy eating habits.
- Maintain all records of meals served, allergens and any dietary issues.
- Maintain all safer food required records and standards

## Other duties and responsibilities

- To promote the aims and objectives of the Childcare services
- Be aware, understand and follow policies and procedures relating to your role and organisation
- To assist with the maintenance of materials and equipment
- Recording accidents in the accident book and ensuring management is notified of all accidents and incidents on a timely basis
- Reporting safeguarding concerns in line with the Safeguarding and child protection policy
- Feed into appraisals, target setting and operations as deemed appropriate by the manager
- Attend training sessions and complete and update training as required for the role.
- You may be required to prepare snacks for children upto age 12 for after school club.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Manager or Deputy Manager.

All posts are subject to an enhanced DBS check, disqualification declaration and satisfactory references Manchester Settlement is committed to safeguarding children and equal opportunities.

Person Specification below.

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Person Specification	Essential	Desirable	Where evidenced
<p><b>Education and training</b></p> <ul style="list-style-type: none"> <li>• Previous experience as a cook is preferable in a nursery or school setting.</li> </ul>		X	Application Form
<ul style="list-style-type: none"> <li>• Experience preparing meals for groups (e.g., nursery, school, care setting, café, or catering environment).</li> <li>• Experience planning and preparing healthy meals and snacks.</li> <li>• Experience managing dietary requirements and allergies.</li> </ul>	X		Candidates successful at interview will be assessed by our training provider
<ul style="list-style-type: none"> <li>• Level 2 or 3 Food Safety and Hygiene certification <b>or prepared to work towards</b></li> </ul>	X		Application Form
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Allergens training certificate</li> <li>• Paediatric first aid certificate</li> <li>• Safeguarding certificate</li> <li>• Basic food hygiene certificate</li> </ul>		X X X X	Application Form

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Person Specification	Essential	Desirable	Where evidenced
<ul style="list-style-type: none"> <li>• Other related training</li> </ul>		X	
<p><b>General and special knowledge</b></p> <p>Knowledge of Early years Nutrition Guidance</p> <p>Knowledge of principles of child development</p>		X  X	Application Form and interview
<p><b>Skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Good level of cooking skills</li> <li>• Ability to plan balanced and nutritious menus and know and record the allergens in these.</li> <li>• Strong organisational and time management skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• <b>Excellent verbal and written communication skills.</b></li> </ul>	X X  X X X		Application and Interview

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Person Specification	Essential	Desirable	Where evidenced
<ul style="list-style-type: none"> <li>• Ability to communicate well with adults and children</li> <li>• To be able to demonstrate the ability to work as part of a team</li> <li>• Ability to review and evaluate practice to continuously improve</li> </ul>	X X X		
<p>Any additional factors</p> <ul style="list-style-type: none"> <li>• Understanding of equal opportunities</li> <li>• Awareness of health and safety and practical hygiene issues</li> <li>• Understanding of issues affecting parents and families</li> <li>• We are looking for individuals who can demonstrate a passion for childcare and parent partnerships and have a good work ethic.</li> </ul>	X	X	Application and Interview

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