1. Job Details

Job title: **Cook**

School/Support Department: Corporate Services

Unit (if applicable): University Day Nursery

Line manager: Day Nursery Manager
Line Manager employed in same unit

2. Job Purpose

To prepare and cook a wide range of food items as per preset standards as per standard recipes for children between the ages of 6 months / 5 years

3. Main Responsibilities

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<th>Approx. % of time</th>
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<tr>
<td>40</td>
<td>1. Prepare, cook and present quality and nutritious food ready for service on a daily basis ensuring consistency of presentation as per standardised menus</td>
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<td>2. As per the Cooksafe Hygiene System, ensure full compliance throughout all food handling and storage with accurate recording of critical temperature controls, and thawing and chilling times.</td>
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<td>3. Ensure accurate completion of cleaning procedures as per cleaning policies and checklists</td>
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<td>4. Responsible for ordering all food stocks, regular rotation of stock and monthly stock takes, in addition ensuring the passing of invoices for prompt payment.</td>
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<td>5. Ensure the removal of all food and packaging waste from kitchens in a hygienic and safe manner</td>
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<td>6. Ensure all tasks are carried out in a safe manner to include operation of all machinery and report faults and safety hazards</td>
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<td>7. Responsible for the opening up and closing down procedures for the kitchen area</td>
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<td>8. Will undertake the above duties and any other additional duties as requested by management</td>
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4. Planning and Organising

Must be able to organise own work routines and prioritise to ensure menu item availability whilst minimising waste
Must be able to follow recipe ingredients/ methods and plan to ensure the provision of quality and nutritious meals at key lunch periods

5. Problem Solving
Be able to adjust the daily menu at short notice due to late food deliveries or wrong delivery
Meet any last minute dietary requirements as per parent request

6. Decision Making
Decide the percentage of food suitable for chilled/ frozen storage and re-generation the next day ensuring full compliance of Cooksafe at all times

In consultation with Manager a range of decisions are undertaken including long term planning and costing of new menus

7. Key Contacts/Relationships
Must possess the necessary interpersonal skills and be able to work harmoniously as part of a team and be helpful and polite when dealing with staff and children.

Key daily contacts will involve dealing with at least three of the following Manager/ Deputy, Senior staff, playroom staff, children and parents

8. Knowledge, Skills and Experience Needed for the Job
Whilst a formal chef qualification is not required the post requires catering experience within a similar domestic/ semi-industrial kitchen environment. Must hold a current Elementary food Hygiene Certificate (Intermediate Level desirable)

9. Dimensions
Preparation of food up to the value of £60.00 per day

To prepare food for 59 children

10. Job Context and any other relevant information
Must have an Enhanced Disclosure from Disclosure Scotland