



# Recruitment Pack

## Post of Nursery Cook





## Welcome

Hello

Thank you for your interest in working with us at Footsteps Nursery.

We're an enthusiastic and energetic team who are passionate about early years education and are committed to ensuring every child reaches their full potential. The role of Nursery Cook will give you the opportunity to be an essential part of the Team here at Footsteps Nursery, cooking nutritious lunches and snacks in line with the nursery's healthy eating programme.

We are looking for someone who enjoys cooking food, healthy food, and although previous experience working in a kitchen environment is preferred, training will be given.

If you think you've got the skills and would enjoy this role, we look forward to hearing from you.

For an informal chat about the role and our organisation, please call the nursery office on (01900) 872011, extension 4.

Kind regards

**Linda Street**  
Nursery Manager



## About Footsteps Nursery

Footsteps Nursery is owned by Westfield Housing Association; a small charitable housing association based in the Minto Centre, Westfield, Workington. The Association is committed to enhancing and improving the services it delivers and as part of this commitment provides half price childcare for their tenants and staff. Footsteps Nursery has the capacity to care for 108 children per session. The children are cared for by highly qualified, experienced early years professionals, in an environment which has been carefully designed to meet the needs of all children in our care. There are opportunities for children to explore, create and solve problems. Space, both indoors and outdoors where they can work alone or together. We operate a Key Worker system, providing each child with his/her special adult ensuring consistency of care.

Here at Footsteps Nursery, we believe that every child deserves the best possible start in life. We adhere to the Statutory Framework for the Early Years Foundation Stage 2017 which is a mandatory framework for all early year's providers and seeks to provide quality, consistency and a secure foundation through learning and development, partnership with parents and equality of opportunity.



## Guidance Notes for Job Applicants

To apply for the role of Childcare Practitioner, please provide a CV and a statement on why you are the person we are looking for.

Please also complete and return the Equality and Diversity Monitoring Form, Declaration Form and Privacy Notice along with your CV and statement to [enquiries@footstepsnurseryworkington.com](mailto:enquiries@footstepsnurseryworkington.com) or post to The Nursery Management Team, Footsteps Nursery, the Minto Centre, Nilsson Drive, Westfield, Workington, Cumbria CA14 5BD.

**Please ensure your CV includes:**

### Contact Details

- Full name and address
- Telephone number
- Email address

### Employment History

- Give details of current and previous employment. Please include the employer's name and address, your job title and main duties, the dates of your employment and your reason for leaving. Please also explain any gaps in your employment history.

### Education and Training

- GCSE, A-Level or equivalent, degree, professional qualifications or further education
- Any current studies
- Any professional titles and professional bodies you are a member of
- Any courses attended which are relevant to the post

### Other information

- Any outstanding disciplinary matters or other information you feel is relevant
- References – we require satisfactory references covering the last three years and must include your current and any previous employers during this period. If this is not possible, use people you have known in other settings eg head teacher, form teacher, family doctor, but not friends or relatives)
- We will need confirmation you are legally entitled to work in this country.
- We will need you to complete a pre-employment medical questionnaire.



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## JOB DESCRIPTION

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### **Position:**

Nursery Cook

### **Responsible to:**

- Nursery Manager
- Nursery Management Team

### **Purpose of Position**

- To prepare and cook well balanced nutritious meals and snacks within agreed costs.
- To ensure compliance with food safety legislation and ensure all food safety guidance and health and safety guidelines are strictly adhered to.
- To actively promote the Healthy Eating Programme.
- To form and maintain professional relationships with colleagues, parents/carers, suppliers and the wider organisation.

### **Specific duties:**

#### **Organisational**

- To order/shop for fresh, high quality foods with the emphasis on quality and value.
- To plan lunch menus and calculate costings which take into account individual children's needs encouraging good eating habits.
- Ensure that clean and dirty processes are kept separate.

- Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process.
- To ensure that all meals and snacks provided are of a high standard nutritionally.
- To ensure effective portion control and minimise waste.
- To ensure that all food is prepared for children with allergies/intolerances, including sourcing and developing recipes, including identifying allergens in each recipe.
- To produce weekly menus and recipe cards which clearly show the ingredients used and cost to make allowing parents to replicate at home, including identifying children's activities for parents' information.
- To contribute to the production of a quarterly newsletter and regular information sheets, sharing healthy eating tips and forthcoming events/information sessions.
- To complete administrative procedures and paperwork to required standards.
- To contribute to the children's progress records.
- To order equipment as required in consultation with the Nursery Manager and Nursery Management Committee.

### **Food Safety and Health & Safety**

- To maintain high standards of food hygiene and cleanliness in the kitchen in accordance with appropriate catering standards, implementing cleaning regimes for all kitchen equipment and associated activities, recording and documenting as required.
- To be responsible for the receipt, temperature probing/recording and the correct storage of all delivered goods in accordance with catering and domestic standards.
- To be aware of and adhere to the Environmental Health, Food Hygiene and other appropriate external inspection guidelines.
- To be the first point of contact when dealing with Environmental Health and other such agencies.
- To ensure that all kitchen equipment is maintained at all times (including PAT testing), reporting faulty equipment and other maintenance requirements to the appropriate person in a timely manner.
- To ensure that lights and other equipment are switched off as appropriate.

- To have a knowledge of and be able to carry out risk assessments.
- To be responsible for any staff and volunteers who may assist in the kitchen as and when required and ensure that staff and volunteers have been appropriately trained.
- To undertake all duties in a manner that takes care of your own health and safety and that of others who may be affected.
- To administer first aid as required and be responsible for recording incidents in accordance with Ofsted standards.

### **Healthy Eating Programme**

- To sit with the children and actively promote social interaction and promote good eating habits in a relaxed atmosphere over lunch time.
- To provide information and support for parents/carers to enable them to replicate the recipes at home.
- To encourage child participation in the preparation of food with a view to promoting nutritional education and a good personal hygiene.
- To liaise with parents/carers on a day-to-day basis or through information sessions.
- To liaise with parents/carers to identify and provide individual children's needs and dietary requirements.

### **General**

- To complete administrative procedures and paperwork to required standards connected with: food, equipment, cleaning and training and any other relevant duties and requirements.
- To have an awareness of and comply with the company's policies and procedures relating to safeguarding/child protection, health & safety, confidentiality and security, reporting all concerns to an appropriate person.
- To carry out the postholder's responsibilities in relation to Health and Safety policy and procedure;
- To implement the Nursery's equality and diversity policy in all aspects of the postholder's work and in dealing with outside bodies.
- To play a role in the "team approach" throughout, providing cover for absent colleagues as may be required.
- To complete mandatory and discretionary training as required.

- To attend staff meetings and carry out daily informal liaison with staff.
- To carry out any reasonable duties, which may be identified by the Nursery Manager.
- The Nursery operates a “No Smoking” policy throughout the building and all outdoor areas.

No job description can cover every issue which may arise within the post at various times and the post-holder is expected to carry out duties from time to time which are broadly consistent with those in this document.





## Person Specification Nursery Cook

<b>Qualifications/Training/Competencies:</b>	<b>Essential</b>	<b>Desirable</b>
Basic Food Hygiene Certificate		<b>D</b>
Current first aid certificate		<b>D</b>
Catering Qualification		<b>D</b>
<b>Experience:</b>		
Previous experience as a Nursery Cook or in a similar role		<b>D</b>
Experience of menu planning, including consideration for children with allergies/intolerances.		<b>D</b>
Carrying out 'opening' and 'closing' checks on kitchen areas.		<b>D</b>
<b>Knowledge:</b>		
Familiar/awareness of the Foods Standards Agency Requirements in relation to 'Safer Food Better Business'		<b>D</b>
Awareness of health & safety and an understanding of effective cleaning methods used in commercial kitchens		<b>D</b>
<b>Skills &amp; Abilities</b>		
Excellent communication skills, both written and verbal	<b>E</b>	
Excellent teamwork abilities; able to form and maintain excellent working relationships within the full team.	<b>E</b>	
Strong attention to detail and good organisational skills: able to work in a fast-paced environment & handle multiple tasks simultaneously.	<b>E</b>	
<b>Personal Skills</b>		
To be aware of own personal performance and participate in in-service training	<b>E</b>	



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## Further Information

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- Your hours of work will be worked flexibly between the hours of 8.30/9.00 am to 2.30/3.00 pm Monday to Friday. You may also on occasion be required to work additional hours for which you will be paid, to attend staff meetings, training events, supervision & appraisal, open days etc.
- You are employed to work 52 weeks per annum.
- Annual leave entitlement is 5 weeks, plus 3 nominated days to be taken at the Christmas/New Year period plus statutory bank holidays. The nursery is closed over the Christmas and New Year Period with staff usually taking a combination of the 3 nominated days, statutory bank holidays and some annual leave if requested. An additional one day will also be granted for each completed year of service up to a maximum of 5 extra days. (All the above is pro-rata for part-time staff.)
- All qualifying employees to be auto enrolled into a qualifying scheme. Westfield HA is currently using the Social Housing Pension Scheme managed by TPT Retirement Solutions. Within the Nursery the employee contribution rate is a minimum of 5% of salary with the Association contributing 4% this gives a total contribution of 9%.
- Half price childcare within the Nursery is offered to staff.
- Free on-site car parking and uniform provided.
- Other benefits included: Retail discount scheme, Free flu jabs and Employee Assistance Programme (24/7 confidential support for wellbeing and health)
- A copy of the Equality, Diversity & Inclusion Policy is available on our website.