

## **Cook**

### **What is the purpose of the job?**

To ensure that catering within the establishment is to the standard required by the Company and Perry Scott Nash.

### **Duties:**

- To follow catering policy and procedures stated by The Childcare Corporation and Perry Scott Nash
- To communicate any relevant information required to follow the food and hygiene policy and health and safety procedures with all members of the team.
- To use the administration process appropriately to enable policies and procedures to be followed accurately.
- To ensure the legal aspects of health and safety are followed in line with The Childcare Corporation policies and procedures as set by Perry Scott Nash.
- To undertake any relevant training and when required to train other members of the catering team.
- To carry out all aspects of the Company's Food Standards Pack:

Minimum standards

Within a set budget

Recipe card system

Minimum wastage

Order from company product sheets

- To ensure all production, service and presentation of food is to, or above the Company's standard.
- To ensure the prompt service of all meals and breaks provided, are to the Company requirement.
- To ensure all catering activities are carried out in line with the pre-agreed budget.
- To ensure any comments regarding the catering operation - positive or negative, are noted and acted upon immediately.
- To purchase all supplies through agreed nominated suppliers.
- To follow up supplier problems and report to Nursery Manager if unsatisfactorily settled.
- To ensure Special Dietary policy and procedures are followed.

### **Communication**

To maintain regular contact with the Nursery Manager.

### **Administration**

- To control the catering operation to ensure the targeted budget is achieved weekly.
  - To discuss any variation to budget with the Nursery Manager and immediately rectify by an agreed course of action.
  - All legal requirements are completed
- Signing of registration book when entering and leaving the Nursery
  - Entering all incidents in the accident book
  - Following environmental services procedures and documentation

- To take necessary action in the event of loss of food/property, damage, accident, theft or fire and formally report to the Company.

### **Legal requirements**

- To ensure all aspects of the 'Health & Safety at Work Act' are complied with in the operation, with specific reference to:
  - Safe working practices
  - Hygiene practices
  - Fire procedures
  - Staff training
- To react immediately to requests from Nursery Manager/ Catering Manager/Accounts/Wages.
- To attend relevant training as discussed with Nursery Manager/Catering Manager