

Assistant Cook/Domestic

Job Description

Reports to: **Nursery Manager**

Direct reports: **N/A**

Evaluation: **368 points**

Grade: **N3**

Reference: **MM320**

Purpose

To assist in the provision and preparation of the number of meals required for the establishment. To maintain appropriate standards of cleanliness, hygiene and safety in the kitchen and nursery environment as required.

Main Duties

These are some of the typical duties you will be expected to perform. This is not exhaustive, and you may need to complete similar tasks as required.

1. To assist and undertake with all aspects of food preparation including preparing, cooking and service of daily meals.
2. To be responsible for the maintenance of good kitchen practice and cooking methods to produce the quality of meal required at the correct time.
3. To provide special diets for service users as directed.
4. To assist in ordering all stock and supplies in accordance with time schedules of nominated contractors.
5. To assist in receipt of and checking delivery of stock ordered.
6. To ensure all equipment and tools are kept clean and in good working order. This will include defrosting fridges as and when required, and cleaning main cooking equipment, for example deep fat fryers, ovens, hobs etc.
7. To maintain good standards of cleanliness, food hygiene and safety in the kitchen to appropriate standards.

8. To undertake general domestic/cleaning duties throughout the nursery building as required, maintaining good standards of cleanliness and safety throughout the nursery environment.
9. To promote and implement our *Diversity, Equality, Equity, and Accessibility* policy in all aspects of your employment.
10. To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.