

Nursery Kitchen Assistant - Nurseries - 30064 - Band 200 - (210002HN)



UNIVERSITY OF
BIRMINGHAM



Position Details

Nurseries

Location: University of Birmingham, Edgbaston, Birmingham UK

Full time starting salary is normally in the range £18,333, with potential progression once in post to £20,299.

Band 200

PartTime, Permanent, 30 hours per week.

Closing date: 13th January 2022

Our offer to you

People are at the heart of what we are and do.

The University of Birmingham is proud to have been a part of the City of Birmingham and the wider region for over 100 years, and we are equally proud to be recognised as a leading global university. We want to attract talented people from across the city and beyond, support them to succeed, and celebrate their success.

We are committed to helping the people who work here to develop through our sector-leading Birmingham Professional programme which provides all professional services staff with development opportunities and the encouragement to reach their full potential. With almost 5,000 professional services jobs in a wide-range of functions in Edgbaston and in our campus in Dubai, there are plenty of opportunities for you to be able to develop your career at the University.

We believe there is no such thing as a typical member of staff and that diversity is a source of strength that underpins the exchange of ideas, innovation, and debate. We warmly welcome people from all backgrounds and are committed to fostering an inclusive environment where diversity is at the heart of who and what we are, and how we work.

Supporting our people to achieve a healthy work/life balance is important both to our employees and to the success of the University and, depending on the role, we offer a variety of flexible working arrangements. We therefore welcome discussions on all forms of flexible working. In addition, you will receive a generous package of benefits including 40 days paid holiday a year, one paid day a year for volunteering, occupational sick pay, and a pension scheme. We also have three high quality subsidised day nurseries.

The University is situated in leafy Edgbaston and there are excellent transport links to our beautiful campus, including main bus routes and a train station on site. On campus we have a state-of-the-art sports centre with pool, shops, places to eat and drink, our own art gallery, museum and botanical gardens.

Find out more about [the benefits of working for the University of Birmingham](#)

Role Summary

The role of the kitchen assistant is to support the Kitchen Coordinator with daily kitchen and mealtime duties for children in our 114 place nursery, and to be responsible for the safe and hygienic management of the nursery kitchens across two floors.

Main Duties

- To undertake duties within the kitchen to support the meal time operations.
- To support with the preparation of a light nursery tea for nursery practitioners to serve to children.

- Be able to provide suitable alternatives to accommodate children with allergies, specific dietary requests and religious beliefs
- To deliver children's meals to appropriate rooms
- Load and unload used items from food trolleys
- Operate dishwasher loading and unloading table wear, cutlery and food trays.
- Ensure all table wear is washed, dried and stored correctly
- Undertake daily and weekly cleaning duties inline with Health and Safety regulations and nursery practices.

Laundry Duties

- To ensure all laundry is washed, dried and stored
- Sort and categorise laundry
- Operate washing machine and tumble dryer
- Keep laundry area clean and tidy in accordance with cleaning requirements
- Undertake Kitchen Coordinator role in their absence

Health & Safety

- To adhere strictly to Food Hygiene Regulations and other safety procedures at all times.
- To adhere to the 'Safer Food Better Business' standards and record keeping.
- Report equipment, maintenance problems to the Kitchen coordinator/Nursery Manager or Deputy Manager.

Team working

- To work closely with the Kitchen Coordinator
- Assist in all duties which support meal time operations within the nursery
- Report any concerns or queries with the kitchen coordinator
- Working at both nursery settings may be required.

General Duties

- In the absence of the Kitchen Coordinator, complete food orders within appropriate timescales for delivery
- Attend appropriate training courses relating to the post duties
- Participate in regular supervisions, annual personal development reviews and staff meetings.

Person Specification

- Previous experience of working within a similar environment essential
- Basic Food Hygiene certificate desirable
- Knowledge/experience of cleaning work within a kitchen environment
- Ability to work under pressure in a busy work environment
- Ability to consistently undertake duties to a satisfactory level.

Informal enquires to Selina Hunt via S.Hunt@bham.ac.uk

 COLLABORATIVE <ul style="list-style-type: none">• Works effectively with others, using guidance, support, and advice as appropriate• Understands the broader context and how own work impacts more widely	 INNOVATIVE <ul style="list-style-type: none">• Continuously reflects on work practices, and proactively recommends and makes improvements• Actively seeks and participates in learning and development opportunities	 EXCELLENT <ul style="list-style-type: none">• Reliable and highly motivated• Provides consistently high level of customer service	 INCLUSIVE <ul style="list-style-type: none">• Self-aware and understands impact of own behaviours on self and others and how others' behaviour impacts them• Embraces different perspectives	 CONFIDENT <ul style="list-style-type: none">• Flexible and adaptable in approach and takes responsibility for achieving goals• Seeks help and advice when needed, and is willing to take calculated risks when appropriate and learn from mistakes
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Valuing excellence, sustaining investment

We value diversity and inclusion at the University of Birmingham and welcome applications from all sections of the community and are open to discussions around all forms of flexible working.

Primary Location

GB-GB-Birmingham

Job

Estates/Facilities

Organization

Campus Services

Schedule

Regular

Part-time

Job Posting

22.12.2021, 11:36:07 AM

Grade (for job description) Band 200

Salary (Pay Basis)

18,333.00

Maximum Salary

20,299.00

Advert Close Date

13.01.2022, 11:59:00 PM