



Post Title - Nursery/Kitchen Assistant (The Elms) - 30064

Organisation Advertising Description

Day Nursery

Salary & Grade: Grade 200

Salary: Full time starting salary £17,886-18,181.

Duration of Post: Part Time 30hours – Permanent

Job Summary

The role of the Nursery/ kitchen assistant is to support the Kitchen Co-ordinator with daily kitchen and mealtime duties for children in our 114-place nursery. To be responsible for the safe and hygienic management of the nursery kitchen across two floors (main kitchen is situated on the ground floor and second smaller kitchen is situated on the first floor). To be able to organise fun and educational activities based around the Startwell guidance such as healthy eating, cooking, growing fruit and vegetables, composting and exercise.

Main Duties

To undertake duties within the two nursery kitchens that are situated across two floors to support the mealtime operations.

To support in the preparation of a light snacks and 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 across two floors

Load and unload used items from food trolleys

Operate dishwasher loading and unloading table wear, cutlery and food trays.

Ensure all tableware is washed, dried and stored correctly

Undertake daily and weekly cleaning duties in line with Health and Safety regulations and nursery practices.

To help and support where required both staff and children at mealtimes such as setting up dining areas, clearing away and wiping down tables etc.

To organise and support children with cookery opportunities

To organise and deliver healthy eating sessions with the children

Plant fruit and vegetables helping children to understand where our food comes from. Encourage the children to maintain the nursery growing troughs

Laundry Duties

To ensure all laundry is washed, dried, and stored appropriately.

Sort and categorise laundry

Collect and return laundry items to correct rooms

Operate washing machine and tumble dryer

Keep laundry area clean and tidy in accordance with cleaning requirements

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 maintain excellent record keeping.

Report equipment, maintenance problems to the Kitchen coordinator/Nursery Manager or Deputy Manager.

Team working

To work closely with the kitchen coordinator and nursery practitioners

Assist in all duties which support meal time operations within the nursery

Supervising and assisting children during meals and snacks

Report any concerns or queries with the kitchen coordinator

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.

Support children in playrooms as and when required.

Knowledge, Skills, Qualifications and Experience Required

- Previous experience of working within a similar environment
- Basic Food Hygiene certificate
- Good verbal and written communication skills
- 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.