



Job Description Pre- school Cook

Main Objective:

To maintain a high standard of cleanliness in the kitchen and to be responsible for the preparation and cooking of a well-balanced and nutritious children's menu for morning snacks, lunch and afternoon snack.

Main Duties and Responsibilities

- Plan and prepare a balanced rotating menu taking into account dietary and cultural requirements of children that attend the pre-school.
- Ensure food is hygienically stored and food storage areas are kept clean.
- Ordering stock in line with requirements, keeping accounts and budget control. Maintaining correct stock levels, ensuring stock rotation and ensuring all stock is clearly labelled to include expiry dates.
- Ensure that high standards of hygiene and safety are maintained at all times in the kitchen through daily cleaning and monitoring kitchen equipment.
- Ensure all crockery and utensils are washed-up using the dishwasher as appropriate.
- Maintaining freezers and refrigerators at correct temperature.
- Adhere to the Food and Nutrition Guidelines of Pre-School services during the preparation, cooking and serving of all food.
- Ensuring the effective and regular removal of waste materials to be designated waste store.
- Ensure all catering related accidents are reported immediately to the manager and all appropriate documentation is completed.

General

- From time to time you may be required to work unsocial hours
- Participate in fundraising activities on behalf of the group
- Adhere to a professional code of conduct and appropriate dress
- Attend any other reasonable duties relevant to the post.

SAMPLE