

**Job Title** Childcare Cook

**Responsible to:** Childcare Manager / Deputy Childcare Manager

**Working Relationships:** CEO, Deputy CEO, Director of Programmes, Childcare Programme Manager, Childcare Manager, Deputy Childcare Manager, Room Leader and the wider childcare team, YMCA Trinity Group staff, students and volunteers, Suffolk County Council, Ofsted, external agencies, children and young people and their families and the wider community

**Job Purpose**

To prepare, cook and provide balanced & healthy meals in line with the requirements of the setting, taking in to account the dietary, cultural and religious needs of the children and families.

To comply with all Health & Safety legislation and requirements.

**Main Tasks**

- To be responsible for providing meals for children on a daily basis
- To be responsible for maintaining the cleanliness of the kitchen, including fridges, freezers, cookers, etc.
- To ensure the crockery/cutlery/utensils are clean and safe for use
- To be responsible for ordering supplies and maintaining stock control
- To ensure a high standard of personal hygiene is maintained
- To be responsible for keeping appropriate records
- To be aware of Basic Health & Safety and Health & Hygiene Legislation
- To confirm to Environmental Health requirements i.e. food handling, safe storage, standard of cleanliness and hygiene, dress code
- To operate within clear professional and confidentiality boundaries while seeking to implement and uphold the rules, policies and procedures and remain compliant with the data protection guidelines

### **Other Tasks**

- To carry out other tasks within the post holder's capabilities as directed by your line manager
- A commitment to Safeguarding and promoting the welfare of children, young people and adults at risk
- A commitment to the General Data Protection Regulations and relevant policies and procedures
- To support YMCA Trinity Group to implement quality and continuous improvement through the implementation of quality assurance systems relevant to the organisation and your delivery area
- Undertake core and relevant training to enhance personal and professional development
- To work within YMCA Trinity Group policies and procedures, with particular regard to health and safety, equality, diversity & inclusion, safeguarding, data protection and confidentiality
- Understand personal responsibility under the Health & Safety at Work Act 1974 including fire safety
- Supportive of the Christian Aims & Purposes of YMCA

## PERSON SPECIFICATION

<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Knowledge of Health and Safety, environmental health and food hygiene basics	✓		Application & Interview
Basic knowledge of COSHH	✓		Application & Interview
Knowledge of Safeguarding and Current legislation	✓		Application & Interview
Knowledge of allergy awareness and dietary needs	✓		Interview
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	
NVQ Level 2 in catering or equivalent		✓	Application Certificate
Food hygiene Certificate		✓	Application Certificate
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	
Experience of cooking in a childcare or educational setting		✓	Application & Interview
Experience of working to a tight schedule and juggling priorities	✓		Interview
Experience of Environmental Health inspections	✓		Interview
<b>Skills &amp; Abilities</b>	<b>Essential</b>	<b>Desirable</b>	
Ability to uphold and implement YMCA's values and core policies, including Equal Opportunities	✓		Interview
Ability to communicate clearly both verbally and written	✓		Application & Interview
Ability to maintain confidentiality and professional boundaries in the workplace	✓		Interview

Ability to create balanced and nutritious menus to meet the needs of the children	✓		Interview
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<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Ability to work flexible hours	✓		Interview
Have a non-judgmental, empathic attitude towards people experiencing difficulties	✓		Interview
Ability to adapt to change and undertake professional development training	✓		Interview
Supportive of the Mission, Vision and Values of YMCA Trinity Group	✓		Interview
High levels of honesty, integrity and discretion	✓		Interview