



Keep Guard Day Nursery

Job Description - Catering Assistant

Based at: The West Wing, The Keep, Walcourt Road, Kempston, Bedford.
MK42 8SJ

Responsible to: Senior Setting Leader and Setting Leader

General Responsibilities

To be responsible for the day-to-day running of the Kitchen in line with Keep Guard Day Nursery's Hazard Analysis and Critical Control Point System. To ensure that all children's dietary requirements and allergies are taken into account when preparing and providing meals. To work with all staff members to ensure that control systems are in place to ensure children are given the correct food. To respect parental wishes and as far as is practicable take these into account. To provide meals that reflect the cultural and religious backgrounds of the children as far as possible.

Main Duties

- 1 Ensure that all food is prepared with regard to Keep Guard Day Nursery Hazard Analysis and Critical Control Point System.
- 2 To prepare and cook blast frozen pre-prepared meals as directed using the instructions specified. This will include vegetarian meals, culturally-appropriate meals and allergen free requirements.
- 3 To purchase and control the storing of supplies needed to provide snacks with regard to Keep Guard Day Nursery Hazard Analysis and Critical Control Point System.
- 4 To manage your time to ensure that a mid-morning snack, mid-day meal and afternoon snack and afternoon tea are provided for the number of children attending each day.
- 5 To serve food appropriately, under the direction of the Senior Setting Leader/Setting Leader.
- 6 To inform the Senior Setting Leader/Setting Leader of any defects in equipment or of premises not meeting Health and Safety and/or Food Hygiene Regulations standards.
- 7 To clean, on a daily basis, all catering areas to the required standard.
- 8 To wash dishes, cutlery, tumblers, jugs, serving utensils, containers and all other catering equipment in the Kitchen.
- 9 To develop an effective working partnership with the whole nursery staff team and parent/carers with regard to promoting and providing healthy eating for Keep Guard's children.
- 10 To implement kitchen cleaning policies that ensure that the Kitchen and equipment is clean at all times with regard to Keep Guard Day Nursery Hazard Analysis and Critical Control Point

System

- 11 To be proactive in working with the whole nursery team to develop and ensure that control systems are in place to ensure children are given the correct food with regard to allergies or dietary requirements
- 12 In the absence of the Proprietor or Setting Leader to deal with Environmental Health issues with regard to the Kitchen or Preparation of Food
- 13 To participate in training that is relevant to this role and update your Level 2 Award in Food Safety in Catering as required. To participate in In-Service Training on a Wednesday evening that is relevant to the nursery being able to provide Healthy Eating for all its children and is relevant to the smooth operational running of the Nursery.
- 14 To interact appropriately with the children when in the nursery and when requested help to care for them whilst they are eating their lunch time meals.
- 15 In conjunction with Under 2's staff team to ensure that babies who are weaning have appropriate food prepared for them
- 16 To deliver all nursery meals and collect used utensils after the babies and children have eaten
- 17 To ensure that all dangerous cleaning materials, drugs etc., are kept in a locked cupboard and out of reach of children
- 18 To contribute fully to the overall development of the nursery with due regard to the philosophy and policies of the nursery

Conditions of Service

Working hours: 9am-2pm - Monday to Friday, term time only (38 weeks a year)

Keep Guard Day Nursery works to Bedford Borough Academic Calendar.