

YMCA North Tyneside

Job Description

Job Title:	Nursery Cook
Salary:	£7.3k to £7.9k (pro rata'd)
Hours of work:	15 hours per week
Duration of contract	Permanent

Organisational Context:

YMCA North Tyneside is a Voluntary Sector Organisation undertaking community programme work in areas of North Tyneside, South Tyneside and Teesdale.

Over time YMCA North Tyneside has become recognised as a well established services delivery Voluntary Organisation in the area as well as playing an active role both sub-regionally and regionally.

This role contributes to the provision of YMCA Day Nursery services to the North Shields community. Which is based at 7 Northumberland Place, opposite our main site on Church Way, North Shields, NE29 0AB.

This is a newly established setting and will prove to be a busy environment. It is based within a dedicated building, providing 65 places to children aged 3 months to 5 years. Our aim is that the nursery will have a positive relationship with the families that it serves.

Job Purpose:

To prepare food for children at the nursery, to the required standards.

Reporting to:

Café Supervisor - Team leader (day-to-day support)

YMCA Day Nursery - Client

Head of Marketing and Operations - Line manager

Main Responsibilities:

1. Working Monday to Friday (hours to be agreed) you will ensure that all meals are prepared in accordance with the weekly nursery menus; catering for all children appropriately including those with special dietary needs.
2. To ensure that food preparation and handling complies with all relevant health regulations and guidelines.
3. To supervise and provide to support to learners in the kitchen especially when they are providing support to prepare food for the nursery; ensuring that they adhere to all relevant health regulations and guidelines.

4. To ensure that food and liquids are safely transported to individual nursery rooms and are able to served at the appropriate temperatures.
5. To maintain adequate levels of food stocks which are to be stored in appropriate storage conditions.
6. To be responsible for ordering all food, maintaining monthly records for stocktaking purposes of all food stuffs.
7. To ensure the kitchen and all the equipment is kept clean, tidy and to the required standards.
8. To ensure all kitchen equipment and utensils are washed-up after each service, utilising the dishwasher as appropriate.
9. To maintain accurate records as appropriate.
10. To undertake any work reasonably requested by the Team Leader, Client or Line Manager.

Scope and Limits of Authority:

The post holder is free to act in the performance of day to day duties., with support from Team Leader. Any new development must first be discussed with Line Manager.

Relationships:

The post holder will liaise with the following on a daily basis:-

- YMCA Day Nursery Manager (or their deputy)
- Café Supervisor - Team Leader
- Employees of North Tyneside Council Employment and Skills
- Head of Marketing and Operations - Line Manager
- Caretakers

Job Description agreed on: 7th January 2019

Post Holder signature Date

Job Title: Nursery Cook

Line Manager signature Date

Job Title: Head of Marketing and Operations

HR signature Date

Job Title: Head of Operations: Programme Support and Strategy

SECTION B. Person Specification

Attitude:

Essential:

- Good organisational skills; able to plan own work and resources accordingly
- Strong team player with a 'can-do' attitude. Willingness to support colleagues and share information.
- Good, confident and honest communicator.
- Demonstrates strong initiative and ability to think on their feet.

Experience:

Essential:

- Knowledge of healthy eating programmes for children and cooking healthy meals.

Desirable

- Minimum 3 years experience in a commercial setting.

Skills and Abilities:

Essential:

- Appropriate qualifications in food preparation
- An awareness of dietary requirements.
- Food Hygiene certificate

SECTION C: Terms and Conditions

Salary: £ per annum

Paid Leave entitlement: As per contract of employment. This role will take some holiday between Christmas and New Year, when the nursery is closed.

Sick pay provision: As per contract of employment

Pension entitlement:

You will be auto enrolled into the YMCA pension scheme, subject to meeting government set thresholds.

Period of notice offered and required:

As per contract of employment

Conditions of appointment:

- Subject to satisfactory references, and criminal background check through the Disclosure and Barring Service (DBS).
- A requirement to training / events / courses deemed relevant and appropriate when post requires.
- The first three months of your employment will be regarded as a probation period, during which time an assessment of your performance, conduct and attendance will be made. The completion of your probationary period will, however, be subject to a formal review and you will not have completed your probationary period until that review has taken place and you have been confirmed in post.

Miscellaneous:

Outside paid employment must not take place within, overlap or interfere with YMCA contracted hours

This job description sets out the task requirements required of this post.

Along with the Staff Handbook and the letter of appointment it forms the terms and conditions of employment within the Association.

It is recognised that the Association is involved in a dynamic environment and as such, job descriptions will be required to be periodically reviewed and amended, reflecting any changing of the job. Such reviews will be carried out in conjunction with the staff concerned and one month's notice given of any change in the job description.

Employee Perks:

Competitive Salary

Life assurance of 2x annual salary

Group Pension Contribution Scheme

Access to Employer Assistance Programme (suite of legal and health information)

Access to GP Helpline

Free membership to YMCA Gym

Discount at the YMCA Cafe

Discounted fees at the YMCA Day Nursery

Access to YMCA National & International training, conferences and experiences