Early Years Kitchen Assistant

DEPARTMENT:	Nursery
DEPT PURPOSE:	To deliver an outstanding Early years care and education provision for children aged 0-5 in line with the Early Years Foundation Stage (EYFS) framework, building a sense of community and belonging for the families that we support
REPORTING TO:	Deputy Manager/ Early Years Practice Lead
DIRECT REPORTS:	N/A

PURPOSE OF ROLE:	The Early Years Kitchen Assistant will be responsible for maintaining the nursery kitchen and preparing lunch for children.
IN PARTICULAR:	1. **Food preparation -** Prepare meals provided in line with health and safety guidelines 2. **Kitchen environment -** Responsible for ensuring that the kitchen environment remains clean and safe 3. **Professional Practice:** Compliance with relevant practices, legislation and guidelines as well as wider Nursery and Students' Union policies and practice

KEY RESPONSIBILITIES	
Food preparation	Prepare the meals provided in line with health and safety guidelines
Dietary requirements knowledge and understanding	Have a keen awareness of how to safely prepare and deliver food for our youngest children, those with allergies and other specific dietary needs and prepare meals accordingly.
Kitchen environment	
High standards of cleanliness	Follow weekly cleaning schedule, enabling the deep cleaning of some areas on closure days and on quieter days

Stock management	Stock control measures are in place to ensure the food is in date and with little wastage.
Accurate record keeping and reporting	Paperwork prepared & filed on completion for schedules, fridge/freezer temperatures, stock control, wastage and weekly notes.
Health and Safety	Ensure the environment is safe from any hazards (including trip hazards, fire exits are not blocked and safe handling of furniture)
Reporting/Maintenance	Report any issues identified relating to Health & Safety or general maintenance identified (i.e. trip hazards, faulty sockets, broken furniture).
Compliance with relevant practices, legislation and guidelines	Ensure compliance with relevant legislation: Food Standards Agency regulations; health & safety legislation; and SSU policies
Nursery and the Students' Union	Undertake any reasonable duties required as part of the role, working effectively as part of the early years team, Operate in line with wider organisational policies and procedures.
Personal development and professional practice	Participate in staff meetings, training and development opportunities to continuously improve practice and knowledge.

PERSON SPECIFICATION

	Experience	Essential/Desirable
1	Previous experience in	Desirable
	Knowledge and Understanding	
2	Knowledge of safeguarding legislation, policies and procedures and the practitioner's role in protecting children	Desirable
	Skills and abilities	
3	Able to work independently, using own initiative, as well as collaboratively with the wider team	Essential
4	Work in line with confidentiality guidelines, particularly in relation to information about the children and families	Essential
	Personal attributes	
5	Professional, reliable and reflective in practice. Willingness to engage in ongoing professional development	Essential
6	Commitment to safeguarding, equality, diversity and inclusion	Essential
7	Willing to obtain a clear DBS check	Essential
8	Willingness to undertake relevant training	Essential
	Qualifications	
9	Food safety qualification	Desirable
10	Health and Safety training	Desirable