

Little Manor Play Project JOB DESCRIPTION

Job Title:

Sessional/Temporary Cook

Contacts:

Children
Centre Staff
Centre Users
Registering Authorities

Responsible To:

Children's Work Manager

Responsible For:

Managing the effective delivery of a catering service at the project

1. PURPOSE OF JOB

- 1.1 To plan, prepare and cook one nutritious meal per day for up to 55 children over six weeks of the summer holidays within the setting of a play project.

2. DUTIES AND RESPONSIBILITIES

- 2.1 To assist the Children's Work Manager with the planning and budgeting of the menu.
- 2.2 To procure all the necessary ingredients.
- 2.3 To ensure that all personal and food hygiene and safety standards are applied at all times.
- 2.4 To ensure all food/ meals are produced on time for the service requirements.
- 2.5 To prepare food in accordance with all guidelines and legislations including the School Food Standards.
- 2.6 To take responsibility for the preparation, presentation and serving of all meals.
- 2.7 To correct and safe use of all kitchen equipment.
- 2.8 To manage and control all food, checking equipment and materials are used correctly, closely monitoring portion control.
- 2.9 To ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly.
- 2.10 To clear away all food stations and undertake daily washing up duties.

- 2.11 To ensure that the kitchen, dining areas, equipment and utensils used in the kitchen during preparation are all properly cleaned and stored each day.
- 2.12 To ensure the hygienic disposal of waste food etc.
- 2.13 To ensure routine day-to-day cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas.
- 2.14 To ensure that all kitchen equipment is properly maintained and that any defects are reported promptly to the Children's Work Manager or Senior Playworker in their absence.
- 2.15 To ensure that deliveries are met and are promptly stored away as appropriate.
- 2.16 To work as an effective member of a team and to promote teamwork at all times.
- 2.17 To observe good working practices and current health and safety regulations/ legislations.
- 2.18 To exercise flexibility in working hours / days in carrying out your own duties.
- 2.19 To undertake any other duties commensurate with the nature and grade of the post and provide flexibility which may from time to time be required to ensure the effective delivery of services.
- 2.20 A commitment to undertake other relevant training