

JOB FAMILIES ~ Kitchen Assistant

Level descriptor – Level 1

Role purpose:

To actively contribute and support high quality care to children aged 0-5 years attending the nursery. Working positively in partnership with parents/carers whilst creating a safe and nurturing environment as part of the nursery team.

Typical activities

Carry out routine activities which involves tasks within preparing and serving lunchtime meals for the children of the nursery. The tasks also involves preparing the teatime meals in accordance with the nursery menus.

Plan and order resources in line with Nursery menus and requirements at mealtimes

Support the Early Years Practitioners with encouraging the children to experience a variety of foods, and to become independent at meal times.

To ensure that dietary and allergy requirements for the children are met within the Ofsted Welfare requirements

To use industrial equipment with training to serve and prepare food, maintain and clean kitchen area, in accordance with the Food Safety Standards requirements

To adhere to the policies and procedures of the Nursery

To attend relevant training in accordance with the job requirements

There will be some lifting involved of table and chairs.

Knowledge, skills & experience

Understanding and knowledge of catering and providing meals for young children.

Understanding of providing a relaxed environment where children will experience different foods.

Be able to perform routine activities after being shown how to do them

Practical work experiences to give an understanding of the processes and practices required, for the role

Knowledge and understanding of safeguarding protocols for protecting young children.

Can work on own initiative, and within a large nursery team.

Can keep and maintain records towards maintaining the Food Safety Standards and Food Hygiene rating of the Nursery

Food Hygiene Certificate would be preferable, but this can be achieved whilst in the role

Paediatric First Aid would be desirable, but not essential

To be aware of and understand the council's Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the policy.

Satisfactory enhanced DBS disclosure certificate (relevant applications and checks will be carried out before any job offer is confirmed).

Performance measures	Competencies
<p>Quantifiable objectives ~ e.g.</p> <ul style="list-style-type: none"> Assessment of safe work environment impact evaluation of activity quality of records, <p>Feedback from service users, colleagues and partner agencies</p>	<p><u>Team working</u> – co-operation and flexibility, contributes positively by sharing information and supports team consensus. Reflective. Work across all 3 local authority nursery sites as needed.</p> <p><u>Outcome focused</u> – makes specific changes in work methods to improve outcomes and experiences for the service user.</p> <p><u>Problem solving and judgment</u> – confident in making decisions within guidelines.</p> <p><u>Planning and organising</u> – prioritises what is important in line with team plan service goals; putting service uses central to all work.</p> <p><u>Business awareness</u> – understands the role of others in relation to the impact on own role and recognises how decisions made in other areas can impact on theirs.</p>

Equality and Diversity

We expect all employees to act professionally and to treat colleagues and the public with dignity and respect. This means setting a strong personal example of good equality and diversity practice at all times and ensuring they are sensitive to the needs and views of others and reflect this in the way they behave. Managers have additional responsibilities of managing others effectively by recognising and valuing each team member as an individual and always challenging inappropriate language and behaviour.

Health and Safety

We all have a responsibility to work within health and safety legislation, associated codes of practice, North Somerset Council's policies and procedures and our local safe systems of work and emergency arrangements.

Continuous Development

Our jobs and the way we do things evolve over time and we need to keep abreast of new technologies, legislation and methodologies for our own subject areas. We are responsible for reviewing and developing our own professional practice.

The entering of your name and the date below will be treated as signature for declaration purposes.

Effective Date:	Issued on:
Postholder Name:	Date: