

Reference: R210125

Salary: Grade 5 £20,130 to £22, 417 per annum (pro-rata)

Contract Type: Continuing

Basis: Part Time 0.55 fte (20 hours per week)

Closing Date: 23:59 GMT on 23 May 2021

Interview Date: 7 June 2021

Nursery Cook

Candidate brief

Job description

Job Purpose:

The post holder will be required to prepare the meals for the nursery children aged from 3 months to 5 years of age. They will be required to cater for a range of dietary requirements including complex allergies and food intolerances. Wherever possible they will need to ensure that the food prepared meets the healthy eating guidance set out by Birmingham's Food Net and Startwell Team.

Main Duties and Responsibilities

- Assist in the development of the nursery menus.
- Coordinate the preparation and serving of snacks, midday meal and prepare afternoon tea for all children.
- Ensure all food and meals prepared for the children are healthy and nutritious using fresh ingredients whilst following national and local guidelines.
- Stock Replenishment and rotation.
- Follow all Food Safety standards.
- Play an active role in any inspections carried out by Environmental Health, Ofsted etc.
- To assess stock levels and complete weekly order forms.
- To keep up to date with guidance about health eating for young children and babies.
- Ensure that all dietary requirements are catered for.
- Ensure that methods to prevent cross contamination are adhered to at all times.
- Be aware of and carry out all duties in connection with Health and Safety, including risk assessments.
- Follow all nursery policies and procedures.
- Calculate amounts of food on a daily basis based on appropriate portions and numbers of children, reducing waste wherever possible.
- Maintain all equipment in the kitchen to a food safety standard highlighting the need for replacement to management as soon as possible.
- Provide catering support to the organisation on an ad hoc basis as and when required for special events and activities.
- Support the nursery to achieve any necessary awards in relation to food and nutrition.
- Undertake additional responsibilities as required, which are commensurate with the responsibilities of the post, taking advice and working with the Nursery Business Manager.
- Produce and maintain all paperwork required as part of Health and Safety and Food Hygiene regulations.
- Keep the kitchen hygienically clean and remove rubbish daily.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	Current and relevant Level 2 Food Hygiene Certificate.	Application form
Experience	<p>Experience of cooking in large quantities.</p> <p>Knowledge of food allergies and intolerances.</p> <p>Knowledge of health and safety and food hygiene regulations.</p> <p>Experience of portion control and waste management.</p> <p>Ability to maintain stock levels and ensure stock rotation.</p> <p>To be able to compile and complete weekly orders.</p>	Application form and interview
Aptitude and skills	<p>Communicates information clearly and effectively.</p> <p>Ability to work to instruction and on own initiative</p> <p>Sound understanding of nutritional values and healthy eating.</p> <p>Ability to demonstrate flexibility.</p> <p>Ability to manage own time effectively.</p>	Application form and interview

	Desirable	Method of assessment
Experience	<p>Experience of cooking for young children and babies.</p> <p>Experience of cooking in a nursery environment.</p> <p>Previous experience of planning menus</p>	Application form and interview

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>. Applications should be submitted by 23.59pm on the advertised closing date. All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted. If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Donna – Marie Cooper

Job Title: Nursery Business Manager

Email: d.cooper1@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional Information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits
Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at

<https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>



