



Branch Cook - Job Description

Job Title:	Branch Cook
Department/Room:	Kitchen
Report To:	Branch Manager
Job Purpose:	To prepare and serve the selected Cocon meals to children in the branch on time. To ensure that all food levels are adequate. To work to the HACCAP method. To keep the kitchen and store room tidy and hygienically clean

Key Responsibilities

Staff Responsibilities:	
1.	Ensuring good level of communications with all colleagues
2.	Ensuring that you respect the rights of the children in your care and their parents
3.	Working as part of a team, fostering good working relationships with your colleagues
4.	Having a neat and tidy appearance, hair tied back, etc.
Meeting Responsibilities:	
5.	Attending all relevant workshops and parent nights when required
6.	Attending staff meetings and contribute in a positive and constructive way
Operational Responsibilities:	
7.	Preparing all meals and snacks for all the children throughout the day
8.	Having meals ready to co-inside with each rooms' daily schedule
9.	Making sure any special dietary requirements are meet and that the correct meal go to the individual room and child
10.	Maintaining a high level of hygiene within the kitchen area
11.	Working to the HACCAP method
12.	Ensuring that there is always sufficient levels of food within the branch, maintaining stock control levels and being aware of order lead times
13.	Ensuring the menus are followed, and working in line with the 3 week plan, ensuring that no meal is the same during this period
14.	Notifying the branch manager of any accidents and completing appropriate forms
15.	Keeping the fridge, presses, etc, in an orderly manner. Organising rosters for cleaning all kitchen utensils
16.	Ensuring to always wear gloves when preparing food
17.	Putting ideas forward to the nutritionist with any new ideas and working closely with her on developing new ideas when required
18.	Receiving all written dietary requirements / special food needs and adhering to them
19.	Communicating issues to the branch manager in a timely manner
20.	Ensuring that the environment is child focused
21.	Willingness to work in other parts of the Branch when required
22.	Looking after appropriate pest control techniques and adhering to them
23.	Developing a rota for temperature checks and ensuring food / waste is recycled and disposed of. Organising the bin collections with the branch manager
24.	Ad hoc duties as requested

Experience, Knowledge and Qualifications required for Job

Experience	Experience of working as a cook in industry or private
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Knowledge	Have good cooking knowledge Knowledge of cooking standards Knowledge of hygiene standards
Qualifications	HACCAP an advantage First Aid an advantage Manual Handling an advantage Basic food handling certificate an advantage
Other Personal Attributes Required	Have a love for children Be able to work under pressure Have attention to detail Be a team player Good communicator and efficient Professional manner at all times

Additional Information

Our team are the key to our success as we work hard to meet the needs of our parents and their children for whom we care. They are dedicated individuals who are driven by the enjoyment and satisfaction gained from caring for children. Here are some of the general qualities we look for in all our people.

- Good communication skills
- Warm, caring personality, good rapport with adults and children alike
- A enthusiastic 'can-do' attitude
- A good sense of team spirit

What we can offer you

- A great salary
- Ongoing staff training
- Opportunities for career progression
- An active staff social programme
- Subsidised VHI group scheme
- Educational Assistance

If you think that you meet the above requirements and are interested in applying then forward your CV to our Operations department to arrange an interview.