

Blackburne House Group

Nursery Cook

Vacancy Pack



BLACKBURNE
HOUSE

Welcome

Thank you for your interest in applying for the role of Nursery Cook at the Blackburne House Group.

We've put together some information below which we hope will provide some useful context and an understanding of the organisation and job role. You can also visit our website www.blackburnehouse.co.uk for greater detail on the organisation. Please do contact us for a more in-depth discussion if you'd like more detail on the role after reading through this pack.

Deadline for receipt of applications: Ongoing

Application Procedure

The Blackburne House application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned by the above closing date to Pam Dwyer, Blackburne House, Blackburne Place, Liverpool L8 7PE. Alternatively email your completed application and monitoring form along with a covering letter to pamdwyer@blackburnehouse.co.uk

In the interests of economy you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated but as a charity we unfortunately do not have the resource to respond to every application that is made.

In accordance with the requirements of the Immigration, Asylum and Nationality Act 2006, you must be eligible to live and work full time in the UK. Documented evidence of eligibility will be required from all potential employees as part of the recruitment process.

The Blackburne House Group



Blackburne House Group is a training led organisation, which delivers high quality training and education services. We're based in a beautiful Grade II listed building, situated in Liverpool's famous Hope Street quarter, close to the city centre.

Attracting thousands of visitors each year, our facilities include an education centre for women, the School for Social Entrepreneurs North West, a thriving bistro, a women's wellness centre, excellent conference facilities and a 36 place nursery. From the beginning, these highly acclaimed and flourishing social enterprises have supported our educational aims and provide tangible examples of how new markets can be used to serve local communities.

About the Role

Blackburne House Nursery requires a Nursery Cook for its 36 place city centre meat free nursery. The candidate must be in possession of a current Food Hygiene Certificate, and have a minimum of 2 years working experience.

If you are interested in joining our committed and caring staff team and would enjoy contributing to the provision of a stimulating environment for children in a multi cultural setting then we would like to hear from you.

We are a friendly and caring organisation, and we support each other. As an equal opportunities' employer, we welcome applications from all suitably qualified persons and would particularly welcome applications from Black and Ethnic Minorities, disabled people and LGBTQ+ people.

A disclosure from the Disclosure and Barring Service (DBS), formerly the Criminal Records Bureau (CRB), may be requested in the event of a successful application to this post. All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Blackburne House is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people.

Nursery Cook (17-19 hours per week)

The Nursery Cook will work in the Nursery kitchen preparing lunch for 36 children and on occasions snacks for children's afternoon tea. The main qualities we are looking for in our Nursery Cook are a natural warm personality and flexibility together with an understanding of the nutritional needs of children.

Key Responsibilities

- Opening checks and risk assessments to be carried out daily.
- In conjunction with the Nursery Manager, compile healthy, balanced menus suitable for children.
- To prepare and serve lunch daily for Nursery children and liaise with nursery staff re children's specific dietary needs
- To be responsible for keeping records of food deliveries, ensuring that fresh and frozen foods are checked for temperature and quality and that all foodstuffs are appropriately stored.
- To maintain hygiene practices at all times, ensuring fridges, ovens and other equipment are cleaned frequently and to devise a rota with nursery manager to ensure all areas are cleaned to the highest standards.
- To record fridge/freezer temperatures daily and enter food in log book.
- To use food probe to ensure temperature of food is correct to serve.
- To assist the Managers in placing orders from the agreed list of suppliers.
- To ensure effective stock control and rotation to minimise wastage.
- To ensure that all dishes, utensils etc are cleaned thoroughly and put away after use.
- Ensure food is labelled and dated when stored in fridge or freezers.
- Brush and disinfect kitchen floor before closing checks.
- Required to attend staff meetings outside of their working hours.

Main Discretions

The job holder will be authorised/required to:

- Have or obtain a DBS criminal records check as the role involves working with young children and to ensure safeguarding practises are met. To undertake the settings confidentiality policy at all times.
- Maintain high standards of hygiene whilst preparing food and when cleaning equipment.
- Operate/use all kitchen equipment.
- Have props use of knives etc, as appropriate.
- Load/unload dishwasher as required.
- Inform nursery managers of any breakages or when new equipment is required.
- To adhere to health and safety regulations including cosh at all times and at all times wear appropriate clothing including apron, hat and safe foot wear.
- Refresher training will be obtained when needed and any other training required will be done at the earliest convenience. Training desired will be considered in line with role or CPD opportunities.

Person Specification

Essential Requirements

The successful applicant must:

- Be in possession of a current Food Hygiene Certificate
- Have a minimum of 2 years working experience within food industry, preferably with experience of cooking for children.
- Demonstrate a commitment to the aims & values of Blackburne House and attend meetings and cover events throughout the year when requested.

To operate efficiently and effectively within the discretion of the post, the job holder is likely to have the following skills:

- Good knowledge of basic food preparation techniques.
- Sound knowledge of and adhere to hygiene guidelines as relating to the preparation of foodstuffs.
- Good knowledge of kitchen layout and correct use of kitchen equipment.
- Good awareness of food allergies