

## **Job Description**

**Job Title:** Cook/Chef

**ELC/SAC Service:** Croghan Fairy Bush CLG

**Reports to:** Centre Manager

**Overall, Purpose of Job:** The Cook/Chef will support the management in the efficient coordination of the daily running of the Kitchen environment in line with Childcare Preschool Services Regulations, HACCP guidelines and Safe catering (Food Safety Authority of Ireland) Policies and our Childcare Services policies and procedures.

He/she will be responsible for the planning and implementation of a weekly menu, in conjunction with management, and prepare meals e.g. dinners and snacks, so that they are nutritionally wholesome for all children using the service on a daily basis.

He/she will be responsible for their own ongoing professional development and will proceed in engaging with supports Identified during support and supervision process.

He/she will support the management team in ensuring that the service is appropriately prepared for a TUSLA/DEIS/Pobal/Environmental Health inspection.

As part of the team, he/she will support the implementation of all company policies & procedures and practices. Partnership with other staff, parents, families & outside support agencies and professionals is expected.

Garda Vetting is a requirement for this position and short listing will apply.

Our service is an equal opportunities employer and acts within the scope of the Employment Act 1998 and the Equal Status Act 2000

### **Professional Practice**

- Planning, in conjunction with management, and preparing meals e.g. dinners and snacks, that are **nutritionally wholesome** for all children using the service on a daily basis.
- Follow HACCP guideline and Safe catering (Food Safety Authority of Ireland) Policies (See Safe Catering file) and work with and take advice from the Environmental Health Inspector [https://www.fsai.ie/business-advice/running-a-food-business/food-safety-management-system-\(haccp\)/principles-of-haccp](https://www.fsai.ie/business-advice/running-a-food-business/food-safety-management-system-(haccp)/principles-of-haccp)
- Produce a four-week rotating nutritional menu that is suitable and acceptable for the centre. <https://www2.hse.ie/babies-children/weaning-eating/nutrition-child/meal-plans/>
- To discuss individual requirements/special diets with the senior childcare practitioners and plan accordingly.
- **Ensure awareness of children's food allergies and cater separately for children as necessary (<https://www.epipen.ie/en-ie/patients/faqs>) and advise management if unsure of food content so that it is not a hazard for children with certain allergies.**
- To be aware of and follow the policies and procedures of the service.
- To wear the cook uniform and hat provided in the kitchen/dining area only
- Maintain a clean and hygienic kitchen where HACCP procedures are consistently followed.

- Observe that hygienic and safe working practices are carried out in the kitchen at all times.
- To maintain reports/documentation in relation to the kitchen as required for your role (i.e. cleaning records, supplies) including records required by the Environmental Health Officer <https://www.hse.ie/eng/services/list/1/environ/>
- To be professional and a good role model to the children and other staff members, at all times.
- To work flexibly as part of the larger team, assisting and supporting management wherever required
- Keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the job. Such information must not be passed on unless it is in the interest of the child.

### **Welfare & Development of the Child**

- Have a current Tusla e-learning certificate for 'Introduction to Children First'. [Children First E-Learning Programme Tusla - Child and Family Agency](#)
- Have a good knowledge of the Children First National Guidance for the Protection and Welfare of Children and report concerns to our services designated liaison person (DLP) in line with our Centre's child safeguarding statement and policies/procedures.
- Ensuring that the principle of confidentiality is fully observed in relation to any personal details regarding the children and the service and in keeping with our services children first safeguarding statement/policy, confidentiality policy and data management policy by all management/staff team.
- To continuously undergo the Garda vetting procedure in accordance with the current pre-school regulations.

### **Communication**

- Working as part of a team
- To fully grasp the company's confidentiality agreement, and at all times keep completely confidential all personal information regarding the children, their families or other staff, and to avoid discussion with other staff about families using the service unless it links directly in with the welfare of the child. Information should be disclosed on a need-to-know basis.
- To inform your line manager of matters or problems regarding use of heating/safety of premises and repair or maintenance of any area of the kitchen/dining area
- Be aware that supervision meetings take place between you and your line manager to encourage good communication, for reflective practice, and to reduce conflict.
- Have regular communication with your line manager and the staff team to ensure all roles within the centre are acknowledged and valued.
- Be aware of and understand the relationship between the management, all staff, voluntary management committee and outside support agencies and know who is responsible for what.
- Liaise with Roscommon County Childcare Committee who is our centre's support agency at local county level on behalf of DCEDIY and/or other support agencies for additional professional development support.

- Celebrate achievements with staff, management, parents & families, external support agencies & professionals and the wider community.

### **Supervision and Administration**

- To take ownership of the kitchen as their work area and ensure safe food preparation and good hygiene standards are upheld.
- To ensure that if other staff members enter the kitchen, they use the aprons and hats provided and follow our services policies for safe food preparation and hygiene.
- Keep records relating to number 3 in the Safe Catering Plan E.g. Cooking temperatures of food, Fridge temps, Purchase of supplies, Storage, Cleaning etc.
- In partnership with management ensure allergen information is kept up to date with legislation as it changes (EU Law) and/or the menu if it changes  
<https://www.fsai.ie/consumer-advice/food-allergens>
- Ensure cleaning of the kitchen/dining area is routinely carried out and recorded
- Participate in regular support and supervision with your line manager
- Understand that the voluntary management committee is his/her employer and that they can adapt and implement basic policies & procedures in the best interest of the service and the children in their care.
- Understand that the voluntary management committee is his/her employer and that they can adapt and implement basic policies & procedures in the best interest of the service and the children in their care and support their voluntary work in the community.
- Take part in special events, outings, visits and fundraising activities in collaboration with your line manager and staff team.
- Attend staff meetings as required
- Demonstrate a commitment to ongoing professional development –attending training, events, seminars etc. at the request of management and also by your own initiative.
- Ensure all company records and paperwork are maintained as required for your role (i.e. cleaning records, supplies)
- Attend staff meetings as required
- Any other duties that may be assigned by the manager

### **Health & Safety:**

- Support the team to ensure the services, Health & Safety and other relevant policies & procedures are in place and are being followed as per the policy and procedure.
- Carry out regular safety risk assessments within your kitchen environment and the refuse area to ensure that the area is safe for use.
- In conjunction with management and the staff team the Cook/Chef will always ensure that the environment is safe and free from hazardous conditions for the children, staff and parents.
- In conjunction with management the Chef/Cook should support the undertaking of monthly fire drills
- Be aware of the Health and Safety at Work Act 2005 and its contents.  
[https://www.hsa.ie/eng/Topics/Managing Health and Safety/Safety, Health and Welfare at Work Act 2005/](https://www.hsa.ie/eng/Topics/Managing_Health_and_Safety/Safety,_Health_and_Welfare_at_Work_Act_2005/)

- In Conjunction with the management team the Chef/Cook should ensure that any incidents/accidents that happen in the service are recorded and appropriate follow up where necessary.
- Keep the Manager informed of possible health and safety concerns in order for them to be in a position to risk assess and rectify if appropriate.

### **Reporting**

- The Cook/Chef input will be sought through support and supervision and more often where necessary for information to be included in the managers' report for the Voluntary Management Committee.
- Report to the Manager, any complaints received from parents/others regarding staff members or delivery of service.
- Report to the Manager, any concerns regarding safety of premises or equipment, repairs etc.
- Report Child Protection Concerns (on a need-to-know basis & in line with our services children safeguarding statement/policy/procedures) to the assigned DLP/Deputy DLP
- Complete any reports/documentation required as part of regulations in relation to the Kitchen area and preparation of food/snacks

### **Continuing Professional Development (CPD) & Training:**

- Demonstrate a commitment to ongoing professional development –attending training relevant to your role at the request of management and with your own initiative.
- Participate in Support & Supervision on both a formal and informal basis with your line manager
- Undertake to attend and complete Roscommon County Childcare Committees National Early Years Child Protection & Welfare Training Programme & any subsequent Child Protection Programmes as required by management.
- Undergo continuous training in health & safety, manual handling, first aid, child protection.
- Renew/update first aid certificate and fulfill current HACCP requirements.
- Engage in ongoing training and professional development and required.
- Access management and peer support and avail of mentoring, training and support & supervision opportunities from both an internal and external perspective where appropriate.
- Any other duties that may be assigned by your employer.

### **General Duties**

- Support all children attending our service to meet their full potential in a safe secure environment.
- Ability to support colleagues and create a positive work environment.
- Ability to manage own workload and prioritise effectively.
- Ability to work to and meet deadlines.
- Maintain strict confidentiality.
- Engagement with external support agencies is encouraged to support your own professional development. Liaise with all other relevant external support agencies,

including Roscommon County Childcare Committee, TUSLA, DEIS, Pobal as required and in line with your role within our service.

- Cover for other relevant staff as requested by management.
- Remain flexible and be open to change within the service.
- Any other relevant duties as required to ensure service to children & families are maintained.

The company Staff handbook and associated policies and procedures form part of your employment and is subject to change as the company's needs change in line with national developments.

As the duties and responsibilities of the post are likely to change with the ongoing needs of the Early Years Sector you must have a high level of flexibility and a willingness to accept ongoing change in work practices and the ability to develop new approaches to your work.

**This job description may be reviewed, updated and/or amended from time to time in line with the needs of the company.**