

**Job Description**

**Title:** Part-time Creche Cook/Cleaner

**Location:** Falls Women’s Centre

256/268 Falls Road

Belfast

Bt12 6AL

**Hours of Work:**  22 hrs

**Salary:** £ per annum

**Responsible to:** Managing Director andChildren’s Services Manager

**Summary of Responsibilities**

The position of Cook includes managing the daily preparation of food items for Falls Women’s Centre, ensuring all health & safety regulations are up to date and maintaining Falls Women’s Centre 5 star rating.

**Cooking Responsibilities:**

1. To prepare healthy nutrition meal for childcare rooms.
2. To prepare afternoon snacks.
3. To liaise with Childcare Services Manager on monthly menu.
4. To liaise with Childcare Services Manager on grocery lists, food supplies.
5. To inform the Childcare Coordinator of any issues relating to kitchen.

**Kitchen Responsibilities:**

1. To ensure the cleanliness of kitchen is maintained to high standard.
2. To prepare food in a sanitary fashion ensuring no cross contamination, good hand washing and cover of wounds and sores.
3. To sanitise all counters and tables before preparing any food.
4. To upkeep a high standard of cleanliness, ensuring cupboards are organised and clean, floors are washed daily.
5. To liaise with the Childcare Services Manager to meet the food and Hygiene Inspection and maintain or increase the rating level.
6. To update and maintain all meal records following the appropriate procedure and guidelines within Falls Women’s Centre.
7. Check and maintain coolers and storage areas for cleanliness, quantity and quality of food.

Cleaning Responsibilities

1. To ensure the main corridors within the building are cleaned on a daily basis.
2. To maintain a high level of hygiene within the public toilet areas
3. To clean in inside windows
4. To assist in the creche laundry

**Personnel Specifications for cook**

1. A recognized qualification in cooking such as Level 2 HABC (QCF) Food Safety in Catering or equivalent.
2. 1-2 years’ experience of working within a cooking environment.
3. Ability to work effectively as part of a team and build solid working relationships within the childcare department.

**The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time.  Any such duties should not, however, substantially change the general character of the post.**