**NURSERY COOK**

**About Our Play Out Service**

Play Out is a child focused, outdoor loving, puddle jumping, mud pie making childcare group. Our highly experienced and passionate team is committed to supporting children to develop through a rich learning environment. Play Out Ipswich is situated just outside the town centre, on Felixstowe Road, with close links to the main road and rail network. The nursery operates from 7.30am to 6pm daily.

We are part of Ormiston Families, one of the leading charities working with children, young people, and families in the East of England. We take early and preventative action to support families to be safe, healthy, and resilient.

**About the role**

**Hourly Rate: £12.60 per hour (FTE £24,570 – Real Living Wage)**

**This post is part-time and temporary (maternity cover up to end of March 2026). The post is 27.5 hours per week.**

Play Out Ipswich are looking for cook with a passion for food and working with young children who would like to join us to cover a Maternity Leave. You will be responsible for planning, preparing and cooking healthy balanced meals for the children in our care who range from babies to pre-schoolers.

You will have experience of working in a kitchen and an understanding of food hygiene and health and safety requirements, including cleanliness of the kitchen, checking temperatures, dates and allergens on food products and ensuring all food is safely stored. Alongside the nursery management you will be planning menus, ordering food, checking deliveries and carrying our risk assessments.

Whilst the cooking of good food is an essential requirement, we are also looking for someone who is open and approachable with the children and the staff.

**Main Tasks:**

* To be responsible for the planning and provision of a healthy, nutritionally balanced menu of hot and cold meals for the nursery children. This must reflect the diversity of the children and take account of any individual dietary requirements and food allergies.
* Take responsibility to make sure all dietary requirements are catered for and clearly communicated to teams.
* Work in co-operation and partnership with the nursery team and parents to encourage a healthy and nutritious diet.
* Where appropriate to support nursery staff in involving the children in food preparation activities.
* To implement and maintain effective programmes of parent partnership as part of the nurseries’ inclusive ethos.
* To ensure the effective use of equipment and resources and routine cleaning of equipment to maintain the hygiene and safety within the nursery.
* To respond appropriately to issues regarding confidentiality; for example, being aware of personal information regarding children.

**About you**

The skills and experience of a Nursery Cook you will need:

* Relevant level 2 qualification in food handling/preparation or equivalent experience
* Current food hygiene certificate.
* Experience of cooking healthy, nutritionally balanced hot meals.
* Ability to plan healthy, nutritionally balanced menus.
* Ability to maintain the cleanliness and hygiene standards of food preparation areas and equipment
* Excellent organisational skills and ability to keep accurate records.

**What we offer**

* Company pension scheme
* Regular staff events
* Employee Assistance Programme
* Employee Discount Scheme
* We have trained Mental Health First Aiders who form our Wellbeing Team, promoting mental and physical health. Ormiston Families has also signed the pledge to support our employees going through the menopause in the workplace
* Sick Pay
* Discount in local shops

**Safeguarding and DBS requirements for your role:**

Play Out is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment. DBS checks or police vetting will be required for relevant posts.

We are an equal opportunities employer; we value diversity and welcome applications from all sections of the community.

**Play Out reserves the right to close the vacancy early if we have received sufficient applications ahead of the closing date.**

**Information about working for Play Out**

**Job Title: Nursery Cook**

**Duration:**

The post advertised is Part-Time and temporary covering maternity up to end of March 2026.

**Hours of Work and Working Arrangements:**

* The normal working hours for this post is 27.5 hours per week Monday to Friday.
* The normal working week is between 37.5 hours, Monday to Friday and covers 52 weeks per year.
* You will be required to work flexibly to meet the needs of the service which may include evenings and weekends.

**Location:**

* Your base will be Play Out Nursery, 333 Felixstowe Road, Ipswich IP3 9BU

**Salary:**

* The salary for this post is £12.60 per hour (Real Living Wage) (FTE £24,570)
* Salary is paid in 12 equal instalments on the 25th of each month directly into your bank account and covers work carried out in the calendar month.

**Probationary Period:**

* The post is subject to a probationary period of 6 months during which your progress will be monitored in accordance with agreed objectives.

**Job Description**

**Job Title: Nursery Cook**

**Service: Play Out Nursery Ipswich**

**Job Purpose:**

Play Out Ipswich are looking for cook with a passion for food and working with young children who would like to join us to cover a Maternity Leave. You will be responsible for planning, preparing and cooking healthy balanced meals for the children in our care who range from babies to pre-schoolers.

You will have experience of working in a kitchen and an understanding of food hygiene and health and safety requirements, including cleanliness of the kitchen, checking temperatures, dates and allergens on food products and ensuring all food is safely stored. Alongside the nursery management you will be planning menus, ordering food, checking deliveries and carrying our risk assessments.

Whilst the cooking of good food is an essential requirement, we are also looking for someone who is open and approachable with the children and the staff.

**Main Tasks and Key Areas of Responsibility:**

* To be responsible for the planning and provision of a healthy, nutritionally balanced menu of hot and cold meals for the nursery children. This must reflect the diversity of the children and take account of any individual dietary requirements and food allergies.
* Take responsibility to make sure all dietary requirements are catered for and clearly communicated to teams.
* Work in co-operation and partnership with the nursery team and parents to encourage a healthy and nutritious diet.
* Where appropriate to support nursery staff in involving the children in food preparation activities.
* To implement and maintain effective programmes of parent partnership as part of the nurseries’ inclusive ethos.
* To ensure the effective use of equipment and resources and routine cleaning of equipment to maintain the hygiene and safety within the nursery.
* To respond appropriately to issues regarding confidentiality; for example, being aware of personal information regarding children.
* To maintain a high standard of cleanliness and food hygiene of the kitchen area to the highest standards in line with Environmental Health requirements and Health and Safety legislation.
* To promote good hygiene practices in the nursery and maintain high standards of cleanliness for a safe environment for the children in our care
* To take responsibility in consultation with the Head of Nursery for the budgeting and ordering of food and catering supplies.
* Use nominated suppliers to promote best practice within the nursery and ensuring products and supplies delivered are accurate and appropriate for a nursery environment and paperwork is kept up to date.
* To label and store food appropriately.
* To accurately maintain relevant records and risk assessments and promptly report any issues or any maintenance concerns to the Head of Nursery and keep an ongoing record of this.
* To be responsible and lead on any inspections or audits relating to the kitchen area E.g. Environmental Health, and to support the Head of Nursery and work as a team to ensure a good or better inspection/audit outcome. Having an understand the importance of keeping everyone safe and the part you play in this.
* To ensure that you have an excellent understanding and have a working knowledge of all aspects of Health & Safety e.g. Risk Assessments, COSHH etc. to comply with the Company’s Health & Safety guidelines.
* To make sure you meet the legal and Company requirements for fire, safety, health and hygiene at all times and necessary paperwork is completed.
* Demonstrate a proactive approach, using your initiative and showing resilience to take responsibility for getting tasks done.
* To work within Play Out policies and procedures, including Safeguarding, Access of Storage and Information, Equality and Diversity, Participation, Quality and Health and Safety. Comply with relevant external standards and Quality Marks.
* To ensure responsibility for the effective daily management of the nursery kitchen alongside the Head of Nursery and to have a sound knowledge of all Company policies & procedures.
* To support the Head of Nursery to ensure that safeguarding procedures are followed in line with Local Authority and Company procedures.
* Check premises daily and remove or action any potential hazards.
* Promote the nursery to current parents and potential customers whenever possible.
* To undertake appropriate training and professional development activities as required.
* To carry out any additional appropriate duties as instructed by the Head of Nursery.

**Person Specification**

**Qualifications**

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| **Essential** | **Desirable** |
| Relevant level 2 qualification in food handling/preparation or equivalent experience |  |
| Current food hygiene certificate. |  |

**Experience & Skills**

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| **Essential** | **Desirable** |
| Experience of cooking healthy, nutritionally balanced hot meals. |  |
| Experience of managing own work load and experience of resolving issues. |  |

**Abilities and Knowledge**

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| **Essential** | **Desirable** |
| Ability to plan healthy, nutritionally balanced menus. | Good knowledge of safeguarding theory, policy and practice. |
| Ability to maintain the cleanliness and hygiene standards of food preparation areas and equipment  | Good understanding of equal opportunities and diversity. |
| Excellent organisational skills and ability to keep accurate records. |  |
| Good knowledge of health and safety legislation and environmental health requirements |  |
| Excellent communication skills, both written and verbal, with the ability to communicate effectively with a range of people. |  |
| Able to problem solve basic issues |  |
| A positive professional attitude. |  |