**Cook/Chef**

**Job Description**

Northside Family Resource Centre continues to develop and promote good practice, with the child, individual and family as the focus of all we do. Working closely with the Early Years Coordinator, the Cook/Chef will have responsibility for the preparation, ordering and running of the childcare kitchen. The Cook/Chef will also provide relief support to the Older Person’s Services kitchen as required.

**The successful candidate will have:**

* A recognised diploma / trade qualification in Catering or similar discipline.
* Capability to work across a diverse range of projects.
* Proven experience of delivering one or more of the following subjects: Food & Nutrition, Food Hygiene, Kitchen Skills & Short Order Cooking.
* Good IT, communication, and teamwork skills.

The main duties and responsibilities of Cook/Chef are as follows:

**Catering Services:**

* Crèche meals and all internal catering.
* Ensuring the nutritional needs are met and guidelines followed and to engage regularly in the development of menu plans.
* Overall day to day running of the Catering Services.
* Be energetic and flexible in approaches and methodologies.
* Maintaining kitchens and meal site inventory
* Always ensuring HACCP compliance while maintaining regulatory standards in accordance with Environmental Health requirements.
* Responsible for kitchen maintenance, including safety and sanitation
* Maintaining an inventory of kitchen equipment, supplies and food supplies.
* Reporting on a day-to-day basis to the Early Years Coordinator.
* Carrying out other work as required by the Centre to support the food section of the organisation.

**Policies**

* Ensure awareness and implementation of all policies and procedures of Northside Family Resource Centre

**Administration**

* Ensure the completion of all official checklists, files, etc. including EHO requirements and MenuCal.
* Prepare and submit regular and specific records / reports as requested. These will include
	+ Cleaning Checklists
	+ Equipment Maintenance
	+ Food Storage
	+ Accident Report Book

**Other relevant responsibilities as identified by management.**

**Terms of Employment**

The Cook/Chef is an employee of the Board of Management of Northside Family Resource Centre.

The Cook/Chef reports to the Early Years Coordinator daily. Final responsibility rests with the Board of Management through the CEO and Early Years Coordinator.

Flexibility is required regarding the location of work in addition to possible late evening and weekend work as required, for which will be unpaid but time off in lieu will be granted.

This is a part-time, permanent position subject to continued funding.

**Hours of work:** 19.5 hours per week

between the hours of 08.00 – 18:00

**Salary scale** starts: € 23,700 - € 27,984 per annum pro rata.

Northside Family resource is an equal opportunities employer.