



Little Angels Fun Club and Nursery

Job Description Senior Housekeeper

Purpose of Post

1. To be responsible for cooking and preparing a healthy balanced diet for children aged 0 to 14 years.
2. To maintain hygiene and cleanliness within the kitchen and dining area.

Key Areas

1. Ordering, Preparing, cooking food while working within a budget, developing nutritious menus.
2. Hygiene, Health and Safety, risk assessing and recording information.

Responsible To:

Nursery Manager/Officer in Charge

Main Duties

1. To work alongside the housekeeper to co-ordinate the serving of the mid-day meal.
2. To be responsible for developing nutritious menus alongside Quality Assurance scheme.
3. To be responsible for hygiene and cleanliness within the kitchen area, working to high standards of hygiene and cleanliness. Completing regular risk assessments and being responsible for record keeping linked to the kitchen environments.
4. Working within a budget to order, monitor and stock take food and housekeeping supplies for Little Angels.
5. To support the housekeeper in maintaining the laundry routines for the nursery.

Signature _____ Date _____

Signature _____ Date _____