

Aughton Early Years Centre Job Description

Post Title: Housekeeper Cook
Grade: Band C

Responsible to: Centre Business Manager
Responsible for: N/A
Location: Aughton Early Years Centre
Revised: October 2026

Main Purpose of the Post

To contribute to the whole Centre ethos, including promoting healthy outcomes for children and their families by providing a high standard of cleanliness, hygiene, and catering within our nursery setting for children aged 0 to 5 years, whilst maintaining a welcoming and safe environment for all.

Main Duties and Responsibilities

- To liaise and work collaboratively with Centre staff to support all aspects of the Centre's daily operations and to ensure all age groups and individual needs are met
- To prepare and serve healthy balanced and nutritious meals for large numbers of very young children in line with the Early Years Foundation Stage, including catering for special dietary requirements and allergies
- Ensure the kitchen and food preparation areas are kept clean and hygienic at all times
- To complete and maintain accurate records to ensure safe food management in line with current food legislation
- To order, receive and store the deliveries of groceries and housekeeping supplies
- To monitor stock levels, rotate stock regularly, and dispose of out-of-date products appropriately
- To carry out laundry duties
- To participate in any identified training e.g. Safeguarding, Food Hygiene
- To implement all Centre policies and procedures, and be committed to safeguarding and promoting the welfare of children, follow the safeguarding policy and procedures, at all times
- To attend and participate in meetings, including evening staff meetings and inset days as required
- To ensure equality of opportunity and access and eliminate any direct or indirect discriminatory practices/behaviour
- To undertake other duties and responsibilities as required from time to time, commensurate with the grade of the post

**Aughton Early Years Centre
Person Specification**

Post: Housekeeper Cook

*shortlisting criteria

Personal Skills Characteristics		Essential	Desirable	Method of Assessment
1.	<u>Experience</u> Preparation of meals for larger numbers	✓*		AF/R
2.	<u>Qualifications and Training</u> Food Hygiene Certificate		✓	AF/C
3.	<u>Special Skills and Knowledge</u> Good housekeeping skills, including cooking, cleaning and laundry	✓*		AF/I/R
	Good organisational skills including ordering, receiving and storing supplies	✓*		AF/I/R
	Ability to demonstrate good hygiene practices and record keeping in line with current food legislation		✓	AF/I/R
	Knowledge of healthy eating practices	✓*		AF/I
	Awareness of dietary requirements and allergies	✓*		AF/I
	Awareness of Early Years Foundation Stage Health requirements		✓	AF/I
4.	<u>Personal Qualities</u> Good time management	✓*		I/R
	Enjoy working in a busy, child centred environment, following all Centre policies and procedures	✓		AF/I
	Flexibility	✓		AF/I/R
	Ability to work independently	✓		AF/I/R
	Good communication and interpersonal skills	✓		AF/I/R
	High level of personal hygiene	✓		I
	To have an understanding of equal opportunities	✓		AF/I
	A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.	✓*		AF/I

Conscientious, honest and reliable.	✓		AF/I/R
5. <u>Personal Circumstances</u> To have no offences or cautions that would prevent them working with children	✓		AF/DBS
6. <u>Physical Requirements</u> No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments).	✓		I/R
Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability).	✓		I/R

Key: AF - Application Form I - Interview R - References
C – Certificate of Qualification DBS Disclosure and Barring Check

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Specification completed by Gail Napper and Judith Hanson

Designation – Head of Centre and Centre Business Manager

Date – October 2026

In the event of a large number of applicants meeting the essential criteria, desirable criteria or occupational testing may be used as a further shortlisting tool.

Disabled applicants who meet the essential shortlisting criteria will be guaranteed an interview.