

Person Specification

Catering Assistant



	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Level 2 Food Safety qualification OR willingness to complete and pass within first 12 months	NVQ 1 or 2 in Hospitality and Catering Basic Food Hygiene Certificate	Certificates/ Application Form
Experience & Knowledge	Understanding of the importance of excellent customer service	Previous catering / hospitality experience in the education sector. Knowledge of a range of catering tasks and operation of associated equipment and tools. Knowledge of the food hygiene standards. An understanding of the importance of health and safety within catering environments.	Application Form/ Interview
Skills & Abilities	Effective communication skills Able to follow verbal and written instructions Effective team worker		Application Form/ Interview

Core Behaviours	<p>Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.</p> <p>Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.</p> <p>Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.</p> <p>Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.</p> <p>Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.</p>	Interview
Other Requirements	<p>A flexible attitude to working hours</p> <p>Adaptable and willing to participate in training relevant to the role</p>	Application Form

Compiled/Reviewed	Michele Bull
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