Person Specification

**Designation of Post:** Catering Manager, Grade E

The person appointed must fulfil the following requirements:

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Education and Training** | City and Guilds 706 part 1 and part 2 or NVQ equivalentRelevant training in operating a commercial catering kitchenRelevant health and safety awareness training | Level 3 Food Hygiene Certificate |
| **Experience** | Good range of cooking skillsProven track record and practical experience of large-scale catering and large-scale food productionPractical experience of operating a large-scale commercial catering kitchenKnowledge of HACCP Knowledge of COSSH | Knowledge of Manual Handling in the catering environmentKnowledge of school meals serviceKnowledge of nutritional requirements of school aged children |
| **Skills and Abilities** | Administrative skills relating to stock taking tasksGood numeracy and literacy skillsAbility to follow guidance set out in the operational manualsAbility to manage a team effectively | Ability to input financial data accurately using Trust procedures and documentation |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Personal Attributes** | Ability to communicate at all levels both verbal and writtenCommitment to the Trust’s Equal Opportunities PolicyDemonstrate high standards of personal hygiene and appearanceResilient and able to work to deadlinesWell organisedAble to work off own initiativeAbility to work and contribute to the team | Willingness to work flexibly when required, across the Trust |