Person Specification

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

The person appointed must fulfil the following requirements:

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

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|  | **Essential** | **Desirable** |
| **Personal Attributes** | Ability to communicate at all levels both verbal and written  Commitment to the Trust’s Equal Opportunities Policy  Demonstrate high standards of personal hygiene and appearance  Resilient and able to work to deadlines  Well organised  Able to work off own initiative  Ability to work and contribute to the team | Willingness to work flexibly when required, across the Trust |