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| **Catering Assistant - Person Specification** |

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| **Education and Qualifications** | **Criteria** | **Assessment** |
| English and Mathematics GCSE or equivalent | **D** | **A** |
| Commitment to personal/professional development | **D** | **I** |
| Willingness to work towards food hygiene qualification | **E** | **I** |

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| **Experience** | **Criteria** | **Assessment** |
| Experience of working in a school setting | **D** | **A/I** |
| Experience of working within a catering environment | **E** | **A/I** |
| Experience of using general and specialist kitchen equipment | **E** | **A/I** |
| Ability to prepare and present food to meet quality, cost and food and health and safety standards | **E** | **A/I** |
| Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace (COSHH) | **D** | **A/I** |

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| **Skills and Attributes** | **Criteria** | **Assessment** |
| Good communication skills | **E** | **A/I** |
| Ability to work as part of a team in collaboration with other professionals and also able to work unsupervised | **E** | **A/I** |
| Ability to meet deadlines | **E** | **A/I** |
| Excellent time management skills and the ability to remain calm under pressure | **E** | **A/I** |
| Ability to demonstrate good levels of customer service | **E** | **A/I** |

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| **Personal Qualities** | **Criteria** | **Assessment** |
| Highly motivated and self-reliant | **E** | **A/I** |
| Enthusiastic and committed | **E** | **I** |
| High standards of professionalism and confidentiality | **E** | **A/I** |
| High standards of personal presentation | **E** | **I** |
| Reliable with an excellent record of attendance and punctuality | **E** | **A/I** |
| Flexible | **E** | **A/I** |
| Excellent interpersonal skills | **E** | **I** |
| Display calmness under pressure; but remain focussed | **E** | **I** |
| Demonstrate an awareness and understanding of Equal Opportunities and other people’s behavioural, physical, social and welfare needs within the workplace | **E** | **I** |

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| **Criteria Key** | | **Assessment Key** | |
| **E** | Essential | **A** | Application Form |
| **D** | Desirable | **I** | Interview |