

**PERSON SPECIFICATION – CATERING ASSISTANT**

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|  | **CRITERIA** | **ESSENTIAL (E)**  **DESIRABLE (D)** | | **METHOD OF**  **ASSESSMENT** |
|  |  | **E** | **D** | Application – A  Interview – I  References - R |
|  |  |  | |  |
| **EXPERIENCE** | | | | |
|  | Proven Experience of working in a catering environment |  | 🗸 | A, I, R |
|  | Experience of providing direct customer service face to face | 🗸 |  | A, I, R |
|  | Experience of working in an education environment |  | 🗸 | A, I, R |
|  |  |  | |  |
| **EDUCATION AND PROFESSIONAL QUALIFICATIONS** | | | | |
|  | English & Maths GCSE Grade C/level 5 or above |  | 🗸 | A, R |
|  | Appropriate qualification in a catering field |  | 🗸 | A, R |
|  | Food Hygiene Certificate |  | 🗸 | A, R |
|  | First Aid Qualification |  | 🗸 | A, R |
|  |  |  | |  |
| **KNOWLEDGE** | | | | |
|  | Understanding of health and safety issues relating to the job description |  | 🗸 | A, I, R |
|  | Knowledge of Fair Trade, organic and seasonal produce |  | 🗸 | A, I, R |
|  | Knowledge of Food Trust standards for catering in schools |  | 🗸 | A, I, R |
|  |  |  | |  |
| **KEY SKILLS** | | | | |
|  | Ability to Cook | 🗸 |  | A, I, R |
|  | Ability to work on own initiative and as a member of a team | 🗸 |  | A, I, R |
|  | To be well organised | 🗸 |  | A, I, R |
|  | Excellent verbal communication skills | 🗸 |  | A, I, R |
|  | Attention to detail, organized and methodical | 🗸 |  | A, I, R |
| **ATTITUDE/MOTIVATION** | | | | |
|  | Commitment to supporting the staff and students in this church school | 🗸 |  | A, I, R |
|  | Enthusiastic and cheerful | 🗸 |  | A, I, R |
|  | Flexible and adaptable | 🗸 |  | A, I, R |
|  | Keen to achieve and develop skills | 🗸 |  | A, I, R |
| **OTHER** | | | | |
|  | Commitment to inclusive education | 🗸 |  |  |
|  | Support of the school’s Mission statement | 🗸 |  |  |
|  | Ability to be flexible and use initiative | 🗸 |  |  |
|  | Willingness to learn and help the learning of others by sharing training and experience | 🗸 |  |  |