

CATERING MANAGER (JE ID 60057) PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence A=Application C=Certification D=Documentation I=Interview R=Reference
Education Qualifications	<p>Good general standard of education.</p> <p>NVQ Level 3 in Catering or equivalent or significant experience.</p> <p>NVQ Level 2/3 Food Hygiene Certificate.</p>	<p>Willing to participate and pass NVQ Level 3 Food Hygiene Certificate.</p>	A,C
Experience	<p>Good knowledge and understanding of personnel management, hygiene and Health and Safety.</p> <p>Experience of the preparation, cooking and serving approximately 250 meals in a short time period.</p> <p>Experience of supporting/leading other staff.</p> <p>Experience of planning/recording and general administration.</p> <p>Thorough understanding of role related legislation such as COSHH and Natasha's Law</p>	<p>Experience in a large scale catering environment.</p> <p>Experience of commercial catering equipment.</p> <p>Hold current first aid qualification.</p> <p>General understanding of the operation of a school.</p> <p>Experience of procurement within a catering environment.</p>	A,I,R
Skills Knowledge Aptitude	<p>Ability to work as part of a team and to use own initiative when appropriate.</p> <p>Communicate effectively (both orally and in writing) to an appropriate standard with staff and children.</p> <p>Liaise with others in a professional manner.</p> <p>Observe the boundaries of the role and respect confidential information.</p> <p>Ability to use emails, online training platforms and Microsoft Office Word</p>	<p>Examine systems critically and suggest ways of improving efficiency.</p> <p>Knowledge of safeguarding procedures.</p>	A,I,R
Personal Characteristics	<p>Tolerant and Calm under pressure.</p> <p>Well-organised, Creative & Resourceful.</p> <p>Motivated - Willingness to undertake training (e.g. COSHH and First Aid).</p>	<p>Well-organised, Creative, Resourceful.</p>	A,I,R
Other	<p>Eligible to live and work in the UK.</p> <p>Suitability to work with children.</p> <p>Able to maintain confidentiality on all school matters.</p> <p>Ability to undertake all physical aspects of the post.</p>	<p>Flexible – ability to cover additional shifts as and when required.</p>	D,I,R