

### Personnel Specification

<b>Job Title:</b>	<b>Catering and Hospitality Assistant</b>
<b>Salary:</b>	<b>Grade 3</b>
<b>Post Name:</b>	

ESSENTIAL	DESIRABLE
<p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <p>Holds a recognised food hygiene certification</p> <p>Working with members of the public at all ages.</p> <p>Good numeracy and literacy skills</p> <p>Good verbal and interpersonal skills at all levels</p> <p>Experience of cleaning and using cleaning products.</p> <p>Willingness to undertake training on and off the job as required.</p>	<p><b>QUALIFICATIONS &amp; EXPERIENCE</b></p> <p>Experience within a school kitchen environment</p> <p>Holds a recognised catering qualification with a minimum of NVQ 2 or equivalent</p> <p>Has knowledge of, or holds a certificate in first aid, manual handling and fire awareness</p> <p>Is aware and would work towards the standard required for NVQ 2 catering qualification or equivalent.</p> <p>Evidence of previous experience in a similar post.</p> <p>Experience of working with young people</p>
<p><b>CATERING SKILLS</b></p> <p>Ability to prepare a wide variety of food to a minimum a basic standard as directed</p> <p>Safe knife skills</p> <p>Understands practices of how to avoid potential cross contamination</p> <p>Be aware of cooking times and monitor during the cooking process</p> <p>To present food in an appealing manner</p>	<p><b>CATERING SKILLS</b></p> <p>To demonstrate flair and technique in basic food preparation</p> <p>Excellent knife skills including speed and accuracy</p> <p>To demonstrate flair and imagination in the way food is presented in both display and on the user's plate</p> <p>To be focused and adapt to the speed required for food preparation and service when demands require</p>

<p>To prepare food within the time allowed or required</p> <p>Adapt readily to changes in menus and food allowed or required.</p> <p>Advise the Cook of food ingredient shortages that may affect the menu</p> <p>Ability to rotate all stock, perishable or otherwise. To position stored stock in a way that can be drawn in the correct rotational sequence. To advise management of any stock that is close to, or has expired the use by date.</p> <p>To work to tight schedules and remain focussed to the job in hand and not be distracted by others to the detriment or safety of the tasks being undertaken.</p> <p>General knowledge of nutrition.</p>	<p>Pre-empt any food, ingredients, or any other shortages that may affect the imminent catering provision.</p> <p>Experience of working and operating commercial catering equipment</p>
<p><b>COMMUNICATION SKILLS</b></p> <p>To demonstrate flair and technique in basic food</p> <p>Ability to communicate at all levels.</p>	<p><b>COMMUNICATION SKILLS</b></p> <p>Evidence of training in communication skills.</p>
<p><b>PERSONAL QUALITIES</b></p> <p>Ability to prioritise own workload and work on own initiative.</p> <p>Possess good organisational and communication skills.</p> <p>Ability to deal with members of the public and school stakeholders eg. Parents of pupils etc.</p> <p>Ability to work under pressure.</p> <p>Trustworthy and honest.</p> <p>A proven good attendance record.</p> <p>Smart appearance and adhere to Dress Code Policy.</p> <p>Ability to work in a Team.</p> <p>Ability to have sensitivity to students' needs and changes in behaviour.</p> <p>Ability to work outside of normal hours when required.</p>	<p><b>PERSONAL QUALITIES</b></p> <p>Able to give examples of good practice regarding organisational skills, using own initiative and health and safety.</p>