

Person Specification

Catering Assistant



	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	Level 2 Food Safety qualification OR willingness to complete and pass within first 12 months	NVQ 1 or 2 in Hospitality and Catering Basic Food Hygiene Certificate	Certificates/ Application Form

Experience & Knowledge	Understanding of the importance of excellent customer service	Previous catering / hospitality experience in the education sector.	Application Form/ Interview
		Knowledge of a range of catering tasks and operation of associated equipment and tools.	Application Form/ Interview
		Knowledge of the food hygiene standards.	Application Form/ Interview
		An understanding of the importance of health and safety within catering environments.	Application Form/ Interview

Skills & Abilities	Effective communication skills		Application Form/ Interview
	Able to follow verbal and written instructions		Application Form/ Interview
	Effective team worker		Application Form/ Interview

Core Behaviours	Excellence - With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a 'can do' attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers.	Interview
	Simplicity - You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.	Interview
	Trust and Respect -You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.	Interview
	Working Together - You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve.	Interview
	Responsibility - You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions.	Interview
Other Requirements	A flexible attitude to working hours Adaptable and willing to participate in training relevant to the role	Application Form

Compiled/Reviewed by	HR Manager
Date	23/6/2021