



PERSON SPECIFICATION

Job Title:	Catering Manager	Salary: Grade 6
Location:	Finham Park School	

	JOB REQUIREMENTS
EDUCATION & QUALIFICATIONS	<p>GCSE's grade C or above in English and maths or equivalent. NVQ / City & Guilds / at Level 3 in Catering Food Hygiene Certificate - level 3 Familiar with point-of-sale computers and software Comfortable using a computer, navigating Windows, Microsoft Office, and Outlook Email</p>
KNOWLEDGE	<p>Knowledge of various cooking procedures and methods (baking, boiling, frying etc) How to serve food and beverages to customers. Personal hygiene in a kitchen environment. Food hygiene in preparing and presenting food. Knowledge of Safeguarding procedures Good knowledge and understanding of personnel management, hygiene and Health and Safety. Thorough understanding of role related legislation such as COSHH and Natasha's Law General understanding of the operation of a school</p>
SKILLS & ABILITIES	<p>Food Preparation Ability to work as part of a team and to use own initiative when appropriate. Communicate effectively (both orally and in writing) to an appropriate standard with staff and children. Liaise with others in a professional manner. Observe the boundaries of the role and respect confidential information. Ability to use emails, online training platforms and Microsoft Office Suite. Examine systems critically and suggest ways of improving efficiency. Able to work in a hot and busy environment often under pressure. Able to adhere to Trust's Equal Opportunities policy.</p>



<p>EXPERIENCE</p>	<p>Proven experience in preparing and cooking food Experience of the preparation, cooking and serving in a large scale catering environment in a short time period. Experience of supporting/leading other staff. Experience of planning/recording and general administration. Experience of commercial catering Equipment.</p>
<p>ATTITUDE & PERSONAL QUALITIES</p>	<p>Demonstrated knowledge of and skill in ability to safely and effectively operate standard foodservice equipment Adaptability Decision-making Customer service Oral communication Planning, problem solving, and teamwork Developing and Managing budgets Self-motivated High energy Level Multi-tasking Flexibility Approachable Sense of humour Sympathetic and supportive towards children Customer focussed</p>
<p>Special Requirements</p>	<p>We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS).</p>