

Catering Manager – Person Specification

Skills	Essential	Desirable
Qualifications	• NVQ 3 or equivalent qualification in catering. • A valid food hygiene certificate and Advanced Food Hygiene Certificate or working towards • Good general level of education to include Maths and English GCSE (or equivalent) at grade C or above, or further relevant experience in the absence of formal qualifications	• Desire to obtain further CPD • First Aid qualification
Experience	• Experienced and skilled cook/catering manager with a proven track record in mass catering and running a busy kitchen • Experience of leading allergen management • In depth knowledge of food, food hygiene (including hazard analysis and critical control points) and food preparation • Experience of managing and leading catering staff, catering premises, budgetary control, meals production and service • Experience of leading and managing all Health and Safety matters, particularly, COSHH, risk assessments, and manual handling.	• Previous experience working in school catering or a similar catering environment
Skills	• Financial, budgeting and stock-taking skills and experience • Strong and competent communicator • Strong oral and written communication skills • Good communication skills within staff team and with pupils and parents as required to encourage partnership working • Working effectively as a team player	• Knowledge of specialist diets for health conditions and cultural and religious backgrounds
Personal Qualities	• A positive can-do attitude • Positive role model • The ability to use own initiative	

	• Maintain confidentiality • The ability to think quickly, work in stressful circumstances and stay calm • The ability to maintain a good sense of humour, a willingness to learn and the will to continue to strive for excellence.	
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Above all, you need to be passionate about providing a high quality food service to pupils within budget and encourage and support a culture of healthy eating and a love of food within our school