

CATERING ASSISTANT PERSON SPECIFICATION

| | Criteria | Essential | Desirable | Application Form | Certificates | Selection Process | Reference |
|-----------------------|--|-----------|-----------|------------------|--------------|-------------------|-----------|
| Qualifications | Food Hygiene Certificate | | ✓ | ✓ | ✓ | | |
| | Good standard of education, particularly in English and Maths | | ✓ | ✓ | ✓ | | |
| Skills and Experience | Experience of working in a catering environment | | ✓ | ✓ | | | |
| | Experience of serving a range of good quality food | | ✓ | ✓ | | | |
| | Experience of dealing with customers on a regular basis and providing excellent customer care | | ✓ | ✓ | | | |
| | Record of good time management skills and ability to prioritise work effectively | ✓ | | | | ✓ | |
| | Knowledge and procedures for dealing with special dietary requirements and allergens | | ✓ | ✓ | | | ✓ |
| | Ability to relate well to students and adults in a work environment. | ✓ | | | | ✓ | |
| | Ability to meet targets and deadlines and prioritise a workload of self and others to manage a variety of activities concurrently. | ✓ | | | | ✓ | |
| | Flexible approach to duties/hours | ✓ | | | | ✓ | |
| | Attend training courses as and when required | ✓ | | | | ✓ | |
| | Experience of using a till system | | ✓ | | | ✓ | |
| | The ability to demonstrate respect for diversity and to promote equal opportunity for all and inclusion. | ✓ | | | | ✓ | ✓ |
| | Knowledge of operating a range of catering equipment | | ✓ | | | ✓ | |
| Other | An appreciation and commitment to Health and Safety issues in the workplace | ✓ | | | | ✓ | |
| | An awareness of the importance of personal hygiene in a catering environment | ✓ | | | | ✓ | |
| | A helpful, calm, and organised manner. | ✓ | | | | ✓ | |