

Person Specification

Catering Manager



	Essential Criteria	Desirable Criteria	Measured By
Education & Qualifications	<p>Level 2 Food Safety qualification Basic Food Hygiene Certificate</p> <p>Willingness to undertake Level 3 Food Hygiene and Safety in Catering</p>	NVQ 1 or 2 in Hospitality and Catering	Certificates/ Application Form
Experience & Knowledge	Understanding of the importance of excellent customer service and interest in latest food trends.	Previous catering / hospitality experience in the education sector.	Application Form/ Interview
	Knowledge of a range of catering tasks (food preparation, supply ordering, menu planning, rota creation) and operation of associated equipment and tools.		Application Form/ Interview
	Knowledge of the food hygiene standards and an understanding of the importance of health and safety within catering environments to include staff training and record management.		Application Form/ Interview
	The ability to manage and lead a diverse team (management of rotas, sickness absence, performance management, staff recruitment and retention)	Previous management roles	Application Form/ Interview
	Business and commercial acumen	Examples of managing budgets, costs and stock-taking skills	Application Form/ Interview
Other Requirements	<p>A flexible attitude to working hours</p> <p>Adaptable and willing to participate in training relevant to the role</p>		Application Form/ Interview

Skills & Abilities	Strong organisational and time management skills		Application Form/ Interview
	Excellent leadership and interpersonal skills		Application Form/ Interview
	Managing budgets, costs and stock-taking skills		Application Form/ Interview
	The ability to work flexibly and operate under strict time constraints		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