

PERSON SPECIFICATION**CATERING MANAGER**

Range of Duties	Essential	Desirable	How Identified
Qualifications	City & Guilds / NVQ3 Level 3 Food Hygiene Certificate	Computer Skills	Application form Interview Reference
Experience	Experience supervising small teams Experience of large scale catering Excellent Numeracy and Literacy Skills Menu development Costing recipes Stock Control	Cash reconciliation Food Ordering Book Keeping Negotiating with suppliers for best catering for functions/special prices	Application form Interview Reference
Practical and Intellectual Skills	Ability to communicate with children and adults Initiative Customer Relations	Ability to become part of an existing team	Interview
Disposition/Attitude	Able to work without direct supervision Ability to use initiative, meet deadlines and be very organised Passionate about food for children Able to work as part of a team Able to communicate and empathise with others Pleasant manner Flexible, trustworthy and patient Hard Worker Firm but fair Able to work flexible hours as the need arises Own transport (split site)	Possess enthusiasm, imagination, drive and energy To take pride in own work	Application form Interview process Reference