

PERSON SPECIFICATION

Job Title: General Assistant – Swanshurst Kitchen

Grade: Grade 2

Method of Assessment (M.O.A).

AF = Application Form; I = Interview T = Test or Exercise; P = Presentation

Criteria/Experience	Essential	Desirable	M.O.A.
Relevant work and other experience		Experience of working in a catering environment.	AF/I
Skills and Abilities	Able to work as part of a team. Good verbal and written communication.		AF/I
Training	Commitment to undergo training/professional development linked to business requirements.		AF/I
Education/Qualifications	Relevant catering and/or hospitality qualification (eg. NVQ Level 2 or equivalent) Level 2 Food Safety and Hygiene certificate (or willingness to achieve upon appointment). Successful completion of the relevant qualification(s) is a condition of probation.		AF/I
Skills & Ability	The ability to speak fluent spoken English is an essential requirement for this role.		
Other	Eligibility to work in the UK.		AF/I

	<p>Flexible to some occasional variation in working hours.</p> <p>To have regard for school policies and procedures including health & safety.</p>		
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CONTRA-	Unsatisfactory Clearance	AF/I/DBS
INDICATIONS	of a CRB check	

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY AND ADHERE TO THE SAFEGUARDING OF CHILDREN PROCEDURES

COMPILED BY: _____ DATE: _____

(Shortlisting/Interviewing Panel): _____ DATE: _____