



BISHOP CHADWICK CATHOLIC EDUCATION TRUST

PERSON SPECIFICATION

POST TITLE: Cook

GRADE: Grade 4 point 5-8 £25,583 - £26,824 (pro-rated to £16,674.01 - £17,482.85) *A job evaluation exercise is currently underway which this post is subject to.*

RESPONSIBLE TO: Headteacher

Minimum Essential Requirements	Method of Assessment
Skills/Knowledge	
1. Significant amount of Catering experience	Application Form/Work based Test
2. Ability to communicate in a clear and concise manner with staff and customers	Interview
3. Ability to understand/organise and interpret budget, financial and administration control systems	Interview
4. Ability to be adaptable, and create positive solutions to operational challenges	Interview
5. Knowledge of Health & Safety and Food Hygiene regulations	Interview
6. Knowledge of nutrition and dietetics	Interview
7. Knowledge of the requirements of a catering unit	Interview
8. Ability to deliver on-the-job-training and develop proactive and responsive team	Interview
Experience I Qualifications	
9. Educated to City & Guilds 706/1 or NVQ Level 1 & 2 Certificate in Food Preparation and Service or be willing to work towards gaining qualification.	Application Form/interview
10. Hold the Chartered Institute of Environmental Health Officers, Basic Hygiene Certificate	Application Form/interview
12. Practical experience of working in a catering environment	Interview
13. Practical clerical and accurate numerical experience	Interview
14. Practical supervisory, team building and staff management experience	Interview
Work Related Circumstances	
15. Willing to undertake training and development in the post	Interview