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**St Clement’s C of E Primary School**

**Catering Assistant Person Specification**

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| **For this job we are looking for** | * Active listening and verbal communication skills for effective interaction with customers, other catering colleagues and city council employees. * Ability to work under supervision and as part of a team. * Knowledge of basic hygiene and health and safety. * Basic numeracy and ability to accurately complete daily returns. * Willing to abide by all School policies and procedures. * The role holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and * accuracy and the ability to listen and respond appropriately dependent on the audience |
| **Personal Style & Behaviour** | * Tact and diplomacy in all interpersonal relationships with the public and colleagues at work. * Self-motivation and personal drive to complete tasks to required timescales and quality standards. * The flexibility to adapt to changing workload demands and new organisational challenges including being deployed to any establishment. * Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users. * Personal commitment to continuous self -development. * To wear the uniform provided. * Be willing to consent to and apply for an enhanced disclosure check to the DBS (Disclosure and Barring Service). |