ROCHDALE BOROUGH COUNCIL

**PERSON SPECIFICATION**

**Catering Assistant Scale: Grade 3 (SCP) – 5-6**

**Note to Applicants**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment**.

1. **The *Essential* Criteria are for the qualifications, experience, skills or knowledge you MUST SHOW YOU HAVE to be considered for the job.**
2. **The *Desirable* Criteria are used to help decide between candidates who meet ALL the Essential Criteria.**
3. **The *How Identified* column shows how the Council will obtain the necessary information about you.**
4. **If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you MUST include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.**

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| **ATTRIBUTES** | **ESSENTIAL** | **HOW IDENTIFIED** | **DESIRABLE** | **HOW IDENTIFIED** |
| **QUALIFICATIONS**  **AND EXPERIENCE** | * To possess or be willing to work towards achieving a Foundation Certificate in Food Hygiene within 3 months of starting work * To possess or be willing to work towards a relevant NVQ at Level 2. * Previous experience working in a kitchen environment * Experience of working as part of a team * A good standard of Maths and English | Application Form / Interview |  |  |
| **SKILLS AND KNOWLEDGE**  **SKILLS AND KNOWLEDGE**  **(cntd.)** | * Be able to undertake light/moderate lifting, i.e food deliveries, dining room duties * Be able to demonstrate knowledge of food storage * Be able to communicate effectively, politely and respectfully, particularly when dealing with staff, pupils, parents, teachers, suppliers and food representatives * The ability to establish positive interaction with all staff, pupils, parents, teachers, suppliers and food representatives * Be able to work flexibly, e.g. covering absences to ensure smooth running within a kitchen establishment * Be able to demonstrate knowledge of personal hygiene * Knowledge of the importance of working within food legislations (HACCP) and cleaning chemical regulations (COSHH) within a school kitchen * Knowledge of the importance of good customer care skills * Knowledge of basic recipes and cooking methods * The ability to converse at ease with customers and service users and provide advice in accurate spoken English. | Application Form / Interview  Application Form / Interview |  |  |
| **SPECIAL WORKING CONDITIONS** | * Willingness to wear protective clothing * To work within the school’s policies and procedures with relation to safeguarding * Willingness to attend meetings and training as required | Application Form / Interview |  |  |