

Person Specification – Catering Manager

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> • Smart appearance. • High standard of personal cleanliness and hygiene. • Able to stand for prolonged periods. • Able to meet the physical demands of the role. 		Application Form
Qualifications	<ul style="list-style-type: none"> • A good general education. • C&G 706/1 & 2 or NVQ3 in Catering. • Basic Food Hygiene. 	<ul style="list-style-type: none"> • Intermediate Food Hygiene. • Training qualification. • Relevant First Aid. 	Application Form and Interview
Experience	<ul style="list-style-type: none"> • Experience of managing a team in a catering operation. • Experience of menu planning and costing. • Experience of working in a customer focused operation. • Experience of working within financial procedures. • Experience of directing the work of other staff members. • Experience of providing catering for high numbers. 	<ul style="list-style-type: none"> • Experience of working in a school environment. • Experience of working directly with young people of school age. 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to participate fully in all relevant training 		Application Form and Interview.
Special Knowledge	<ul style="list-style-type: none"> • Knowledge of appropriate Environmental Health, Hygiene and Health and Safety Legislation. 	<ul style="list-style-type: none"> • Knowledge of nutritional standards in schools. 	Application Form and Interview

	<ul style="list-style-type: none"> • Understanding of safeguarding children and the boundaries between adults and children in a school setting. • Competent in the use of IT packages. • Knowledge of stock management and rotation. • Knowledge of food costing. 		
Circumstances	<ul style="list-style-type: none"> • Able to work during some school holiday periods. • Able to attend all Academy parents' evenings. • Able to be flexible to meet the development requirements of the catering operation 		Application Form and Interview
Disposition	<ul style="list-style-type: none"> • Reliable, organised and able to work effectively and innovatively. • Flexible and open to change for continuous improvement. • Able to remain calm under pressure and manage conflicting demands. • Able to support, influence and motivate others. 		Interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Able to produce and present food to a high standard • Able to construct balanced nutritional menus. • ICT literate. • Numerate. • Effective oral and written communication skills. 		Application Form and Interview

	<ul style="list-style-type: none">• Ability to use initiative to respond to unexpected problems using recognised procedures and policies as a guide.• Good decision maker and negotiator.		
Legal Requirements	<ul style="list-style-type: none">• Enhanced Criminal Records Bureau Check.		