

## Person Specification

**Job Title:** Catering Manager

| <b>Qualifications</b>  | <b>Essential</b> | <b>Desirable</b> |
|--|------------------|------------------|
| Level 2 qualifications in English and Maths, or equivalent   | ✓                |                  |
| Level 3 or equivalent Food Hygiene qualification   | ✓                |                  |
| Willingness and ability to obtain and/or enhance qualifications and training and development in the post                                     | ✓                |                  |
| <b>Experience</b>  |                  |                  |
| Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace                                      | ✓                |                  |
| Experience of preparing, cooking and presenting food to meet quality, cost and food and health and safety standards                          | ✓                |                  |
| Safe and correct use of general catering equipment   | ✓                |                  |
| <b>Skills</b>  |                  |                  |
| Ability to effectively communicate with a wide range of audiences  | ✓                |                  |
| Ability to respect and maintain confidentiality  | ✓                |                  |
| Ability to use standard ICT packages including Microsoft Office  | ✓                |                  |
| Ability to work well under pressure and manage competing deadlines   | ✓                |                  |
| Committed to growth and development of the service, supporting special events and themes and the ethos of the academy                        | ✓                |                  |
| Ability to deliver a high standard of customer service   | ✓                |                  |
| Ability to follow Codes of Practice and complete compliance and administrative documents/forms, keeping clear and accurate auditable records | ✓                |                  |
| Ability to construct menus and recipes and break down quantities and recipes   | ✓                |                  |

|   |   |   |
|---|---|---|
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues | ✓ |   |
| Understanding of academy child safeguarding procedures  |   | ✓ |
| <b>Other</b>  |   |   |
| Satisfactory DBS check  | ✓ |   |