**PERSON SPECIFICATION**

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| Job Title:  | **Catering Supervisor / Cook** | Salary: **Grade 4** |
| Location:  | **Finham Park School** |  |

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|  | **JOB REQUIREMENTS** |
| **EDUCATION & QUALIFICATIONS** | GCSE’s grade C or above in English and maths or equivalent.NVQ / City & Guilds / Experience - DesirableFood Hygiene Certificate - level 2Familiar with point-of-sale computers and softwareComfortable using a computer, navigating Windows, Microsoft Office, and Outlook Email |
| **KNOWLEDGE** | Knowledge of various cooking procedures and methods (baking, boiling, frying etc)How to serve food and beverages to customers.Personal hygiene in a kitchen environment.Basic health and safety in a kitchen environment.Food hygiene in preparing and presenting food. |
| **SKILLS****&****ABILITIES** | Knowledge of various cooking procedures and methods (baking, boiling, frying etc)Food PreparationAble to communicate face to face with all customers in a courteous and polite manner.Able to add, subtract, divide and multiply in order to handle large sums of money.Able to operate a cashless till system and handle cash.Able to lift heavy items on a regular daily basis.Able to work in a hot and busy environment often under pressure.Able to adhere to Trust’s Equal Opportunities policy.Able to work as part of a team, in order to ensure that tasks are completed. |
| **EXPERIENCE** | Proven experience in preparing and cooking foodFamiliar with point-of-sale computers and softwareComfortable using a computer, navigating Windows, Microsoft Office, and Outlook Email |
| **ATTITUDE &****PERSONAL QUALITIES** | Demonstrated knowledge of and skill in ability to safely and effectively operate standard foodservice equipmentAdaptabilityDecision-makingCustomer serviceOral communicationPlanning, problem solving, and teamworkDeveloping budgetsSelf-motivatedHigh energy LevelMulti-taskingFlexibilityApproachableSense of humourSympathetic and supportive towards childrenCustomer focussed  |
| **Special Requirements** | We are an equal opportunities employer and are committed to safeguarding and promoting the welfare of children. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such, appointment will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). |