**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 - Desirable  Food Hygiene Certificate - level 2  Familiar with point-of-sale computers and software  Comfortable 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 Preparation  Able 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 food  Familiar with point-of-sale computers and software  Comfortable 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 equipment  Adaptability  Decision-making  Customer service  Oral communication  Planning, problem solving, and teamwork  Developing budgets  Self-motivated  High energy Level  Multi-tasking  Flexibility  Approachable  Sense of humour  Sympathetic and supportive towards children  Customer 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). |