

## PERSON SPECIFICATION

**Job Title: Catering Supervisor**

**Grade: GR3**

**Method of assessment (M.O.A)**

**AF= Application Form I= Interview**

**T= Test or exercise P= Presentation**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>M.O.A.</b>
<b>Experience (relevant work and other experience)</b>	In-depth knowledge of large -scale catering.	AF /I
	Experience of leading and supervising a team.	AF/I
	Experience of delivering high quality catering.	AF/I
<b>Skills and abilities</b>	Able to cook and present food to a high standard.	AF // T
	Good budget management skills.	AF/ I/ T
	Good oral communication skills and interpersonal skills.	AF/I
	Good trainer skills.	AF/I/P
	Good IT skills.	AF/I/T
	Ability to motivate self and staff.	AF/I
	Able to work as part of a team.	AF/I
	Ability to receive instruction.	AF/I
	Able to work under pressure.	AF/I
	Ability to prioritise own workload and others as appropriate.	AF/I
	Develop good appropriate relationships with staff, students, visitors and all users of the school site.	AF/I
	Promoting a culture of involvement, listening and responsiveness to students and young people's needs. Flexible approach and attitude.	AF/I
Ability to demonstrate an understanding of safeguarding and its importance.	AF/I	

<b>Training</b>	Willingness to undertake appropriate training within a specified timeframe.	AF/I
<b>Education / qualifications</b>	Good standard of literacy and numeracy.	AF/I
	706 /2 or 706/3 or Level 3 NVQ in Professional Cookery or equivalent . (Desirable)	AF/I
	Level 3 Food Safety.	AF/I
	Food Allergen Awareness Training.	AF/I
	Level 2 Health and Safety (Desirable)	AF/I
<b>Other</b>	Flexible approach in a changing environment.	AF/I
	Good awareness of food safety and health and safety.	AF/I/T
	Committed to improving the provision and the environment for all.	AF/I

**Any criteria that are desirable only will be clearly marked**

**ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE SCHOOL'S EQUAL OPPORTUNITIES POLICY.**

COMPLIED BY:..... Date:

(Shortlisting / Interviewing Panel).....

.....Date: