



**Person Specification - Cook**

**Grade 4**

**SCP 9 - 17**

Job Title	CATERING MANAGER - GRADE 4 SCP 9	
MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	Essential/desirable
<b>1. Skills &amp; Knowledge</b>		
City and Guilds 706 1 and 2	Application/interview	D
Experience of large scale catering (250+ meals).	Application/interview	E
Able to prepare, cook and present food to meet quality, cost and food and health and safety standards.	Application/interview	E
Able to plan, manage and organise own workload and that of a small team.	Application/interview	E
Knowledge of financial and bookwork systems keeping <b>clear</b> and accurate auditable records.	Application/interview	D
Past Experience in an education setting	Application/interview	D
Able to deliver a high standard of customer service to members of the team, schools staff pupils and parents.	Application/interview	E
Knowledge of current food legislation in regards to food hygiene, allergen labelling and health and safety in the workplace.	Application/interview	D
Committed to growth and development of the service, supporting special events and themes and the ethos of the school.	Application/interview	E
Educated to at least secondary school level/further education; good level of basic numeracy, literacy and IT skills in order to support menu and recipe planning, stock control and staff management through effective communication.	Application/interview	D
<b>Customer Care</b> Listen and respond to customer needs, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application/interview	E

<p><b>Valuing Diversity</b> Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and helps to develop their potential. Understanding how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.</p> <p><b>Developing Self and Others</b> Coach and mentor others. Be willing to share learning and encourage others to do the same. Listen to others and respond to their needs. Apply a range of development activities to develop and train staff. Endorse the principles of Investor in People. Strives for improvement and take responsibility for own development. Be self-confident and lead by example</p>	<p>Application/interview</p>	<p>E</p> <p>E</p>
<p><b>2. Experience/Qualifications/Training etc. (if any)</b></p>		
<p>City and Guilds 706 1 and 2 Food Hygiene Certificate (Minimum and current Level 2) Good level of basic numeracy, literacy and IT skills Current Driving Licence and advantage</p>	<p>Certificate Certificate Application /interview Application/interview</p>	<p>D E D D</p>
<p><b>3. Work Related Circumstances</b></p>		
<p>Able to attend training out of work hours and out of term time on occasions. Able to attend out of hours events on occasions Ability to stand for significant periods of time and to lift heavy boxes.</p>		<p>E</p> <p>E</p> <p>E</p>