

## 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	✓	