

## Person Specification

**Post Title:** Catering Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications &amp; Training</b>		D1 NVQ Level 3 in Catering or equivalent
<b>Specialist Knowledge</b>		D2 Knowledge of food hygiene and Health and Safety Legislation
<b>Skills, Knowledge &amp; Aptitudes</b>	E1 Able to work effectively with colleagues from a range of backgrounds E2 Good communication skills E3 Good customer service skills	D3 Experience in working in kitchen, catering service D4 Good cooking skills D5 Able to use own initiative
<b>Performance</b>	E4 Supportive of the Catholic ethos of the school E5 Enthusiastic, flexible, able to take initiative E6 Committed to safeguarding and promoting the welfare of children and young people E7 Able to use general catering equipment safely and correctly E8 A focused but caring approach to keep to a schedule of duties within a set time frame E9 To be able to work flexibly within a team E10 Ability to carry out duties within a busy environment, where constant interruptions may occur i.e. students asking questions	D6 Ability to work methodically, thoroughly and to a consistently high standard to ensure work is carried out effectively and efficiently D7 Ability to organise work to ensure all areas are covered thoroughly D8 Ability to work to tight deadlines

**NB:** In addition to the candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children. If you are shortlisted any relevant issues arising from your application and reference will be discussed at interview.