

PERSON SPECIFICATION

POST TITLE: Cook in Charge 5

DIVISION/UNIT: Facilities Services/Catering Unit

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Previous, relevant work related catering experience. 2. Experience of directing and supervising employees at one or more sites. 3. Experience of delivering training in methods, skills and procedures. 4. Working knowledge of HACCP procedures. 	<ol style="list-style-type: none"> 1. Experience of providing a catering service in a large kitchen. 2. Knowledge of Microsoft Office Word and Excel. 	<p>Application Form References Interview</p>
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to provide a catering service in a large kitchen. 2. Production planning in line with a cyclic menu. 3. Cooking preparation, production and presentation skills. 4. Ability to identify training needs within a catering team. 5. Ability to carry out administrative duties, including cash handling/recording. 6. Ability to control budgetary costs. 7. Ability to effectively control food hygiene, health and safety. 8. Effective organisational, interpersonal and leadership skills. 		<p>Application Form References Interview</p>
Education & Qualifications	<ol style="list-style-type: none"> 1. Elementary Food Hygiene Certificate. 	<ol style="list-style-type: none"> 1. Intermediate Food Hygiene Certificate. 	<p>Application Form Interview</p>

Personal Qualities	<ol style="list-style-type: none"> 1. Ability to cope with the demands of the post and attend on a regular basis. 2. Flexible and adaptable. 		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> 1. PVG Scheme Membership. 		Application Form Post Interview Check