

**PERSON SPECIFICATION**

**POST TITLE:** Catering Assistant

**DIVISION/UNIT:** Facilities Services/Catering Unit

**JOB SPECIFIC COMPETENCIES**

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> <li>1. Basic knowledge of catering methods.</li> <li>2. An awareness of customer care.</li> </ol>	<ol style="list-style-type: none"> <li>1. Previous, relevant work related catering experience.</li> <li>2. Working knowledge of HACCP procedures.</li> <li>3. Awareness of effective hygiene, health and safety measures.</li> </ol>	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> <li>1. Ability to work as part of a team or alone as necessary.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to assist in recording food temperature and monitor food safety controls.</li> <li>2. Food preparation and presentation skills.</li> <li>3. Basic literacy skills.</li> </ol>	Application Form References Interview
Education & Qualifications		<ol style="list-style-type: none"> <li>1. Elementary Food Hygiene Certificate.</li> </ol>	Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> <li>1. Ability to cope with the demands of the post and attend on a regular basis.</li> <li>2. Flexible and adaptable.</li> </ol>		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> <li>1. PVG Scheme Membership.</li> </ol>		Application Form Post Interview Check