

## PERSON SPECIFICATION

**POST TITLE:** Assistant Cook

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

## JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> <li>1. Previous, relevant work related catering experience.</li> <li>2. Experience of directing and supervising Catering Assistants.</li> <li>3. Experience of identifying training needs within a catering team.</li> <li>4. Working knowledge of HACCP procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of working in a larger kitchen or multi site environment.</li> <li>2. Knowledge of Microsoft Office Word and Excel.</li> </ol>	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> <li>1. Cooking preparation, production and presentation skills.</li> <li>2. Ability to carry out administrative duties, including cash handling/recording.</li> <li>3. Ability to assist with the control of budgetary costs.</li> <li>4. Ability to assist with the effective control of food hygiene, health and safety.</li> <li>5. Effective organisational and interpersonal skills.</li> </ol>		Application Form References Interview
Education & Qualifications	<ol style="list-style-type: none"> <li>1. Elementary Food Hygiene Certificate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Intermediate 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