

PERSON SPECIFICATION

POST TITLE: Catering Assistant (CPU)

DIVISION/UNIT: Facilities Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Basic knowledge of catering methods. 2. An awareness of customer care. 	<ol style="list-style-type: none"> 1. Previous, relevant work-related catering experience. 2. Working knowledge of HACCP procedures. 3. Awareness of effective hygiene, health and safety measures. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to work as part of a team or alone as necessary. 	<ol style="list-style-type: none"> 1. Ability to assist in recording food temperature and monitor food safety controls. 2. Food preparation and presentation skills. 3. Basic literacy skills. 	Application Form References Interview
Education & Qualifications		<ol style="list-style-type: none"> 1. Elementary Food Hygiene Certificate. 	Application Form Interview
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			