

## ST MARY'S CATHOLIC SCHOOL PERSON SPECIFICATION FOR THE POST OF CATERING ASSISTANT

It is accepted that candidates will have varying depths of expertise in the areas listed as 'essential' and are unlikely to have all the experience listed as 'desirable'.

Factor	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A sound general education to GCSE Level.</li> <li>• Enthusiasm and ability is more important than academic achievement.</li> </ul>	<ul style="list-style-type: none"> <li>• Current Basic Food Hygiene (or equivalent) certification – not essential as full training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>
<b>Background and Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment.</li> <li>• Understanding of the current drive for Healthy Eating in Schools.</li> <li>• Experience in a similar environment.</li> <li>• Evidence of excellent customer care skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Good interpersonal skills.</li> <li>• Ability to work under pressure, to deadlines.</li> <li>• Safe working practices</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of dishes including ingredients, cooking methods, correct portion sizes and selling prices.</li> <li>• Comprehensive knowledge and understanding of current health, safety and hygiene regulations.</li> <li>• Good written and oral communication skills.</li> <li>• Good numeracy skills.</li> <li>• Good organisational skills including the ability to prioritise.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Selection procedure</li> <li>• interview</li> <li>• References</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to work effectively in a team.</li> <li>• Understanding of the needs of children.</li> <li>• Willingness to undertake training and learn new skills.</li> <li>• Punctual and reliable</li> <li>• Organised and methodical.</li> </ul>	<ul style="list-style-type: none"> <li>• Committed and practising Catholic who can offer a Christ-centred caring and empathetic approach.</li> <li>• Self-motivated to work without close line-management supervision.</li> <li>• Ability to communicate effectively with staff, students and external contacts</li> <li>• Ability to use own initiative and resolve problems.</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• References</li> <li>• Interview</li> </ul>
<b>Awareness of some or all of these issues</b>	<ul style="list-style-type: none"> <li>• The person must be clean, tidy and take pride in their work</li> </ul>	Quality assurance.	<ul style="list-style-type: none"> <li>• Selection procedure</li> <li>• References</li> </ul>