# PERSON SPECIFICATION FORM

**POST TITLE:** Catering Shift Leader  
**DEPARTMENT:** Commercial Services - Conferences & Catering

## CRITERIA  
**ESSENTIAL** | **DESIRABLE** | **TESTED BY**  
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### QUALIFICATIONS AND TRAINING  
Educated to GCSE level or equivalent | Y | Application Form  
Vocational Hospitality/Catering relevant qualification | Y | Application Form  
Food hygiene qualification | Y | Application Form  
First aid qualification | Y | Application Form  
### SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE  
Be able to demonstrate a knowledge of food / drink | Y | Application Form/Interview  
Good communication skills | Y | Interview  
Demonstrable organisational skills | Y | Interview  
Previous relevant work experience and/or knowledge in a catering establishment | Y | Application Form/Interview  
Good administration skills | Y | Interview  
Experience of supervision/management of staff | Y | Application Form/Interview  
Good IT skills | Y | Application Form  
Knowledge of COSHH and HACCP systems | Y | Application Form/Interview  
### PERSONAL AND INTERPERSONAL QUALITIES  
Team player / Team Leader | Y | Interview  
Ability to lead and inspire others | Y | Interview  
Commitment to high quality service | Y | Interview  
Well presented, will wear a uniform | Y | Interview  
Self motivated | Y | Interview  
Passionate about food/catering/bar | Y | Interview  
Ability to lead, train, motivate and coach a large team developing staff to maximise their potential | Y | Interview  
### CIRCUMSTANCES (e.g. unsocial hours etc.)  
Flexible with working hours, including weekends and evenings when required | Y | Application Form/Interview  
Ability to drive, with clean licence | Y | Application Form/Interview  

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**ROYAL HOLLOWAY  
University of London**