



PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Event Catering Assistant

Department: Commercial Services - Conference & Catering

	Essential	Desirable	Tested by (Application form, Interview, Test)
Qualifications and Training			
Educated to GCSE level or equivalent	x		Application form
Vocational Hospitality/Catering relevant		x	Application form
Basic Food Hygiene qualification		x	Application form
First aid qualification		x	Application form
Skills and/or Abilities			
Good command of reading writing and basic numbers	x		Application Form / Interview
Previous relevant work experience and/or knowledge		x	Application Form / Interview
Experience of working in a customer focused environment		x	Application Form / Interview
Excellent verbal and interpersonal skills	x		Interview
Good organisational skills	x		Interview
Ability to maintain standards during busy periods	x		Interview
Attention to detail	x		Interview
Good IT skills		x	Application form
Personal and Interpersonal Qualities			
A level of ability to use own initiative	x		Interview
Ability to work independently and also as part of a team	x		Interview
Commitment to high quality service	x		Interview
Well presented, willing to wear a uniform	x		Interview
Self motivated	x		Interview
Passionate about food/catering		x	Interview
Willing to undertake training as required	x		Interview
Able to fulfil the physical demands of the role including loading deliveries	x		Interview
Circumstances			
Flexible with working hours, including weekends and evenings when required	x		Application Form / Interview
Ability to drive	x		Application Form / Interview