

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

POST TITLE: Catering Shift Leader

DEPARTMENT: Commercial Services - Conferences & Catering

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