



PERSON SPECIFICATION FORM

POST TITLE: Catering Assistant

DEPARTMENT: Commercial Services - Conferences & Catering

CRITERIA	ESSENTIAL	DESIRABLE	TESTED BY (App Form, Interview etc)
QUALIFICATIONS AND TRAINING			
Educated to GCSE level or equivalent	Yes		Application Form
Vocational Hospitality/catering relevant qualification		Yes	Application Form
Level 2 Food Hygiene Qualification		Yes	Application Form
First Aid Qualification		Yes	Application Form
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE			
Previous relevant work experience and knowledge	Yes		Application Form / Interview
Good command of reading writing and basic numbers	Yes		Application Form
Excellent communication & interpersonal skills	Yes		Interview
Cash handling		Yes	Application Form / Interview
Knowledge of COSHH		Yes	Application Form / Interview
Fire Safety Knowledge		Yes	App Form
High standards and attention to detail		Yes	Interview
Demonstrable organisational skills		Yes	Interview
Good IT skills		Yes	Application Form / Interview
PERSONAL AND INTERPERSONAL QUALITIES			
A level of ability to use own initiative	Yes		Interview
Ability to work independently and also as part of a team	Yes		Interview
Commitment to high quality service	Yes		Interview
Well presented, willing to wear a uniform	Yes		Interview
Self motivated	Yes		Interview
Passionate about food/catering	Yes		Interview
Willing to undertake training as required	Yes		Interview
Able to fulfil the physical demands of the role of the job, including clearing tables and stocking up	Yes		Interview
CIRCUMSTANCES (e.g. unsocial hours etc)			
Flexible approach to working hours including weekends and evenings as necessary	Yes		Interview
Clean Driving Licence		Yes	App Form