

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	X		Application Form
Vocational Hospitality/Catering relevant		X	Application Form
Basic Food Hygiene qualification		X	Application Form
First aid qualification		X	Application Form
SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE			
Good command of reading writing and basic numbers	X		Application Form / Interview
Previous relevant work experience and/or knowledge in coffee shops and cafes		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
EPOS / till experience		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 coffee		X	Interview
Willing to undertake training as required	X		Interview
Able to fulfil the physical demands of the role of the job, including cleaning and stocking up	X		Interview
CIRCUMSTANCES (e.g. unsocial hours etc)			
Flexible with working hours, including weekends and evenings- working shifts between 6AM-22PM	X		Application Form / Interview
Ability to drive		X	Application Form / Interview