# PERSON SPECIFICATION FORM

**POST TITLE:** Catering Assistant  
**DEPARTMENT:** Commercial Services - Conferences & Catering

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## QUALIFICATIONS AND TRAINING
- Educated to GCSE level or equivalent  
- Vocational Hospitality/catering relevant qualification  
- Level 2 Food Hygiene Qualification  
- First Aid Qualification  

## SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE
- Good command of reading writing and basic numbers  
- A level of ability to use own initiative  
- Part of a team  
- Stocking up including weekends and evenings as necessary  
- Well presented, willing to wear a uniform  
- Self motivated  
- Passionate about food/catering  
- Willing to undertake training as required  
- Able to fulfil the physical demands of the role, including clearing tables and stocking up  

## PERSONAL AND INTERPERSONAL QUALITIES
- Commitment to high quality service  
- Ability to work independently and also as part of a team  
- Excellent communication & interpersonal skills  
- Knowledge of COSHH  
- Fire Safety Knowledge  
- Demonstrable organisational skills  
- Good IT skills  

## CIRCUMSTANCES (e.g. unsocial hours etc)
- Flexible approach to working hours including weekends and evenings as necessary  
- Clean Driving Licence  

**QUALIFICATIONS AND TRAINING**
- Application Form  
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- Application Form / Interview  
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**SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE**
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**PERSONAL AND INTERPERSONAL QUALITIES**
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**CIRCUMSTANCES (e.g. unsocial hours etc)**
- Interview  
- App Form