



## Person Specification

**Job Title:** Catering Manager

	Essential	Desirable
<b>Qualifications</b>		
Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	✓	
Level 3 or equivalent Food Hygiene qualification	✓	
<b>Experience</b>		
Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace.	✓	
Experience of preparing, cooking and presenting food to meet quality, cost and food and health and safety standards.	✓	
Experience of compiling menus, ordering commodities, food costings and general administration duties.	✓	
Able to use general catering equipment safely and correctly	✓	
<b>Skills</b>		
Committed to growth and development of the service, supporting special events and themes and the ethos of the academy	✓	
Ability to deliver a high standard of customer service	✓	
Ability to follow Codes of Practice and complete compliance and administrative documents/forms, keeping clear and accurate auditable records	✓	
Ability to construct menus and recipes and break down quantities and recipes	✓	
Good time management and organisation skills, including the ability to oversee the work of others	✓	
Working knowledge of standard computer packages (word processing, email and spreadsheets)	✓	
Excellent communication and listening skills	✓	
Ability to respect and maintain confidentiality	✓	
Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues	✓	
Understanding of child safeguarding procedures		✓
<b>Other</b>		
Satisfactory DBS check	✓	
Assessed and advised by Health and Well Being	✓	