

## Middleton Technology School- Person Specification

**Post: Deputy Catering Manager**

<b>CRITERIA</b>	<b>CATEGORY</b>	<b>METHOD OF ASSESSMENT</b>
<b>1. Educational Standard/Qualifications</b>		
<ul style="list-style-type: none"> <li>• High level of numeracy and literacy</li> </ul>	Essential	Application form and evidence of qualification
<ul style="list-style-type: none"> <li>• Maths &amp; English GCSE Grade C or above (or equivalent)</li> </ul>	Desirable	As above
<ul style="list-style-type: none"> <li>• Level 2 Award in Food Safety</li> </ul>	Essential	As above
<b>2. Experience</b>		
<ul style="list-style-type: none"> <li>• Experience of preparing and cooking food for large numbers.</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>• Experience of serving food and operating tills</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>• Experience of devising menus and recipes for young people</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>• Experience of working in a customer care focused environment</li> </ul>	Essential	Application form / Interview
<ul style="list-style-type: none"> <li>• Experience of supervising staff</li> </ul>	Desirable	Application form / Interview
<ul style="list-style-type: none"> <li>• Experience of working with and monitoring budgets</li> </ul>	Desirable	Application form / Interview
<b>3. Personal Qualities / Skills</b>		
<ul style="list-style-type: none"> <li>• A polite and friendly manner with excellent customer service skills</li> </ul>	Essential	Application form/Interview
<ul style="list-style-type: none"> <li>• Effective written and verbal communication skills</li> </ul>	Essential	Application form /Interview
<ul style="list-style-type: none"> <li>• Ability to use ICT effectively</li> </ul>	Essential	Application form /Interview
<ul style="list-style-type: none"> <li>• Ability to maintain accurate records</li> </ul>	Essential	Application form /Interview
<ul style="list-style-type: none"> <li>• Ability to plan and prioritise a busy workload</li> </ul>	Essential	Application form/Interview
<ul style="list-style-type: none"> <li>• Ability to work flexibly, coping with conflicting demands</li> </ul>	Essential	Application form/Interview
<ul style="list-style-type: none"> <li>• Ability to work to strict deadlines</li> </ul>	Essential	Application form/Interview
<ul style="list-style-type: none"> <li>• Ability to maintain all necessary confidentiality</li> </ul>	Essential	Application form/Interview
<ul style="list-style-type: none"> <li>• Ability to work independently on own initiative and as part of a team, referring to line manager as appropriate</li> </ul>	Essential	Application form/Interview

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**4. Knowledge**

<ul style="list-style-type: none"> <li>Detailed knowledge of catering procedures and systems</li> </ul>	Essential	Application form /Interview
<ul style="list-style-type: none"> <li>Up to date knowledge of Health and Safety as relevant to a Catering Service</li> </ul>	Essential	Application form /Interview

**5. Commitment and Behaviours**

<ul style="list-style-type: none"> <li>Comply with all relevant Academy policies and procedures, including those relating to Health and Safety, Safeguarding Policies and Procedures and attend any training.</li> </ul>	Essential	Interview
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