

Person Specification

Post of: Casual Catering Assistant

Please ensure that the Job Description and Person Specification are used as a guide when completing your application form. All of the criteria below will be assessed via your application form; further methods will be used to support this in the interview stage. You are expected to use the application form as a means to demonstrate, with examples, how you meet the person specification criteria below – a re-wording of the criteria listed will not guarantee an interview.

Method of Assessment -

S - Scenario I - Interview P - Portfolio T - Test D - Documents

Qualifications

How Assessed - D, I

Essential:

An understanding and commitment to customer care.

Willingness to undertake further job related training.

Desirable:

5 GCSE passes including English and Maths (or equivalent).

Level 2 Award in Food Hygiene & Safety for Catering.

Work Experience and Vocational Training

How Assessed - I

Essential:

Experience of similar customer focussed work in a restaurant environment.

Job related personal skills

How Assessed - I

Essential:

Good interpersonal skills and an ability to actively listen.

Ability to work flexibly.

Ability to prioritise between competing demands.

Willing to work co-operatively with others.

Accurate cash handling and ability to reconcile.

Numeracy and attention to detail.

Written and verbal communication sufficient to be able to give and receive clear information.

Special working conditions

How Assessed - I

Essential:

Weekend working.

The post involves lots of standing and walking.