



Person Specification - Cook

Grade 4

SCP 9 - 17

Job Title	CATERING MANAGER - GRADE 4 SCP 9	
MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT	Essential/desirable
1. Skills & Knowledge		
City and Guilds 706 1 and 2	Application/interview	D
Experience of large scale catering (250+ meals).	Application/interview	E
Able to prepare, cook and present food to meet quality, cost and food and health and safety standards.	Application/interview	E
Able to plan, manage and organise own workload and that of a small team.	Application/interview	E
Knowledge of financial and bookwork systems keeping clear and accurate auditable records.	Application/interview	D
Past Experience in an education setting	Application/interview	D
Able to deliver a high standard of customer service to members of the team, schools staff pupils and parents.	Application/interview	E
Knowledge of current food legislation in regards to food hygiene, allergen labelling and health and safety in the workplace.	Application/interview	D
Committed to growth and development of the service, supporting special events and themes and the ethos of the school.	Application/interview	E
Educated to at least secondary school level/further education; good level of basic numeracy, literacy and IT skills in order to support menu and recipe planning, stock control and staff management through effective communication.	Application/interview	D
Customer Care Listen and respond to customer needs, seek out innovative ways of consulting service users and engaging partners. Network with others to develop services for the benefit of the service users.	Application/interview	E

