

PERSON SPECIFICATION

POST TITLE: Area Catering Manager

DIVISION/UNIT: Facilities Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Extended experience in the management of a multi-site catering service. 2. Extended experience in effective financial management, including contributing to the setting of, monitoring and controlling budgets. 3. Knowledge of procedures to ensure the maintenance of a high quality service, including experience in the quality monitoring of a Catering Service 4. Working knowledge of safe working practices, i.e., HACCP, COSHH and SWAs. 5. Proven track record of successful achievement of operational targets. 6. Experience of estimating and costing new business. 7. Relevant experience in completion of work related documentation, e.g., drafting correspondence in relation to sickness absence, reports etc. 8. Proven track record in delivering a customer focused approach. 	<ol style="list-style-type: none"> 1. Knowledge of operational quality standards relevant to service specifications. 	<p>Application Form</p> <p>References</p> <p>Interview</p>
Skills/Abilities	<ol style="list-style-type: none"> 1. Plan, prioritise, schedule and organise own workload. 	<ol style="list-style-type: none"> 1. Ability to effectively promote/sell changes or new ideas. 	<p>Application Form</p> <p>References</p>

	<ol style="list-style-type: none"> 2. Excellent verbal and written communication skills. 3. Excellent interpersonal skills, ability to work successfully as part of a team and ability to establish effective working relationships. 4. Ability to plan, organise, control and delegate work. 5. Excellent problem solving skills. 6. Computer literacy skills, including familiarity with the Microsoft Office package. 		Interview
Education & Qualifications	<ol style="list-style-type: none"> 1. Qualification in SVQ level 3 catering related subject or relevant equivalent experience. 2. IOSH certificate. 	<ol style="list-style-type: none"> 1. REHIS Intermediate Food Hygiene certificate. 	Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> 1. Ability to cope with the demands of the post and attend on a regular basis. 2. Motivated, confident and enthusiastic manager. 3. Flexible and adaptable. 4. Resilient, consistent and fair. 		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> 1. Category B Driving Licence or equivalent entitlement to drive in Great Britain and access to a motor vehicle, or otherwise able to meet the requirement to travel efficiently to other locations. 2. PVG Scheme Membership 		Application Form Post Interview Check