

PERSON SPECIFICATION

POST TITLE: Assistant Catering Manager

DIVISION/UNIT: Facilities Services/Catering Unit

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Proven experience of directing and supervising employees. 2. Experience of delivering training in methods, skills and procedures. 3. Working knowledge of HACCP procedures. 	<ol style="list-style-type: none"> 1. Proven experience of directing and supervising employees in a multi site catering environment. 2. Proven experience in developing and implementing training. 3. Knowledge of Microsoft Office and Excel. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to plan and organise work and to meet divisional objectives. 2. Ability to identify training needs within a catering team. 3. Ability to promote and manage change. 4. Ability to effectively control food hygiene, health and safety. 5. Effective interpersonal and leadership skills. 6. Ability to work effectively as part of a team and to establish effective working relationships. 7. Ability to successfully motivate others. 	<ol style="list-style-type: none"> 1. Effective presentation skills. 	Application Form References Interview
Education & Qualifications	<ol style="list-style-type: none"> 1. Intermediate Food Hygiene Certificate. 2. SVQ Level 2 in a catering discipline. 	<ol style="list-style-type: none"> 1. HNC or equivalent in a catering discipline. 	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. Flexible and adaptable. 		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

*For all new appointments with effect from 22 July 2024