

PERSON SPECIFICATION

POST TITLE: Hub Supervisor

DIVISION/UNIT: Facilities Services

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Previous, relevant work-related catering experience. 2. Experience of directing and supervising Catering Assistants. 3. Experience of identifying training needs within a catering team. 4. Working knowledge of HACCP procedures. 	<ol style="list-style-type: none"> 1. Experience of working in a larger kitchen or multi-site environment. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Basic cooking and preparation, skills. 2. Food presentation skills. 3. Ability to carry out administrative duties. 4. Ability to assist with the control of budgetary costs. 5. Ability to assist with the effective control of food hygiene, health and safety. 6. Effective organisational and interpersonal skills. 7. Ability to identify training needs within a catering team. 	<ol style="list-style-type: none"> 1. Knowledge of Microsoft Office Word and Excel. 	Application Form References Interview
Education & Qualifications	<ol style="list-style-type: none"> 1. Elementary Food Hygiene Certificate. 	<ol style="list-style-type: none"> 1. 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. Flexible and adaptable. 		Interview References
Additional Job-Related Requirements	<ol style="list-style-type: none"> 1. PVG Scheme Membership. 		Application Form Post Interview Check