

PERSON SPECIFICATION

POST TITLE: Campus Catering Supervisor

DIVISION/UNIT: Facilities Services/Catering Unit

JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> 1. Previous commercial and hospitality work related catering experience in a large kitchen or multi outlet establishment. 2. Experience of supervising other employees at one or more sites. 3. An awareness and appreciation of customer care issues. 	<ol style="list-style-type: none"> 1. Marketing and promotions experience. 2. Significant proven experience in similar environment. 	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> 1. Skilled cooking preparation, production and presentation abilities. 2. Menu planning and cooking skills for a larger kitchen, including dietary meals. 3. Food and beverage preparation, production and presentation skills. 4. Ability to order supplies and carry out related administrative duties, including cash handling/recording. 5. Ability to control budgetary costs and waste management. 6. Ability to effectively control hygiene, health, safety and security. 7. Ability to organise and control service points/transported meals. 8. Ability to ensure maintenance, repair and replacement of equipment as necessary. 9. Organisational skills. 10. Interpersonal and leadership 	<ol style="list-style-type: none"> 1. Ability to carry out effective 'On the Job Training'. 2. Experience of leading a large team with service provision 7 days per week, 52 weeks per year. 3. European Computer Driving Licence. 	Application Form References Interview

	<p>skills.</p> <ol style="list-style-type: none"> 11. Good communication skills. 12. Competent computer data access and entry skills. 13. Ability to take the initiative and make decisions in the absence of the Line Manager. 		
Education & Qualifications	<ol style="list-style-type: none"> 1. City & Guilds 706/1 706/2 or SVQ Levels 1 & 2 or equivalent work related experience. 2. Intermediate Food Hygiene Certificate. 	<ol style="list-style-type: none"> 1. Recognised training in HACCP. 2. Advanced Food Hygiene Certificate. 3. ILM Level 3. 	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 approach. 		Interview References
Additional Job Related Requirements	<ol style="list-style-type: none"> 1. Flexibility to problem solve in an emergency outwith normal working time. 		Application Form Post Interview Check