

## PERSON SPECIFICATION

**POST TITLE:** Relief Cook in Charge 5

**DIVISION/UNIT:** Facilities Services/Catering Unit

### JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> <li>1. Previous, relevant work related catering experience.</li> <li>2. Experience of directing and supervising employees at one or more sites.</li> <li>3. Experience of delivering training in methods, skills and procedures.</li> <li>4. Working knowledge of HACCP procedures.</li> </ol>	<ol style="list-style-type: none"> <li>1. Experience of providing a catering service in a large kitchen.</li> <li>2. Knowledge of Microsoft Office Word and Excel.</li> </ol>	Application Form References Interview
Skills/Abilities	<ol style="list-style-type: none"> <li>1. Ability to provide a catering service in a large kitchen.</li> <li>2. Production planning in line with a cyclic menu.</li> <li>3. Cooking preparation, production and presentation skills.</li> <li>4. Ability to identify training needs within a catering team.</li> <li>5. Ability to carry out administrative duties, including cash handling/recording.</li> <li>6. Ability to control budgetary costs.</li> <li>7. Ability to effectively control food hygiene, health and safety.</li> <li>8. Effective organisational, interpersonal and leadership skills.</li> </ol>		Application Form References Interview
Education & Qualifications	<ol style="list-style-type: none"> <li>1. Elementary Food Hygiene Certificate.</li> </ol>	<ol style="list-style-type: none"> <li>1. Intermediate Food Hygiene Certificate.</li> </ol>	Application Form Interview
Personal Qualities	<ol style="list-style-type: none"> <li>1. Ability to cope with the demands of the post and attend on a regular basis.</li> <li>2. Flexible and adaptable.</li> </ol>		Interview References

Additional Job Related Requirements	1. Driving Licence. 2. PVG Scheme Membership.		Application form Interview
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