

Personal Specification

Catering Manager

EDUCATION/QUALIFICATIONS	Essential	Desirable
CGLI 706/1 & 2 or NVQ Level 2 Professional Cookery	✓	
Level 2 accredited Food Safety certificate Chef Relevant catering qualifications to at least NVQ Level 3	✓	
Level 3 accredited hygiene certificate	✓	
First Aid qualification		✓
Literacy skills to include reading and writing, the completion of basic forms and the ability to complete pricing calculations	✓	
KNOWLEDGE/EXPERIENCE		
Proven experience of managing a high volume quality commercial kitchen operation, eg hotel/events catering as Chef or Assistant	✓	
Experience of leadership and staff supervision	✓	
Experience of working in an industrial kitchen		✓
Experience of delivering training and assessment of trainees		✓
Wide and varied culinary knowledge and production	✓	
Knowledge of legislative requirements relating to the catering industry	✓	
Strong customer focus	✓	
Flexible approach to work	✓	
Understand and implement child protection procedures	✓	
SKILLS, BEHAVIOURS AND QUALITIES		
Ability to write menus and reports	✓	
Good IT skills		✓

Good listening skills and an ability to communicate clearly with children and adults	✓	
Ability to build open and honest relationships	✓	
Work effectively as part of a team	✓	
Ability to provide timely and accurate information	✓	
Ability to manage own time effectively	✓	
Demonstrate creativity and an ability to resolve problems independently, have good organisational skills	✓	
Demonstrate a commitment to equality	✓	
Be prepared to develop and learn in the role	✓	
PERSONAL QUALITIES		
Proactive approach		✓
Understand and support the differences in children and adults and respond appropriately	✓	
Knowledge of own position within a team environment and the boundaries which apply		✓