

# Personal Profile

## Position: Catering Manager

Characteristic	Essential	Evidence	
<b>Physical Attributes</b>	<ul style="list-style-type: none"> <li>▪ Smart appearance</li> <li>▪ Business attire</li> <li>▪ Good first impression</li> <li>▪ Good health</li> <li>▪ Positive body language</li> </ul>	<ul style="list-style-type: none"> <li>▪ Good attendance record</li> <li>▪ Projects a credible image</li> </ul>	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ At interview</li> <li>▪ First impression</li> <li>▪ References</li> </ul>
<b>Mental Attributes</b>	<ul style="list-style-type: none"> <li>▪ Mentally agile</li> <li>▪ Mature outlook</li> <li>▪ Handle high pressure</li> <li>▪ Versatile</li> <li>▪ 'Starter' &amp; 'finisher'</li> <li>▪ Quality focussed</li> <li>▪ Attention to detail</li> <li>▪ Results driven</li> <li>▪ Cope with pressure</li> <li>▪ Committed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Structured</li> <li>▪ Organised</li> </ul>	<ul style="list-style-type: none"> <li>▪ At interview</li> <li>▪ Psychometric testing</li> <li>▪ Role play</li> <li>▪ References</li> </ul>
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Numerate</li> <li>▪ Literate</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vocational qualifications</li> <li>▪ RIPHH or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>▪ Qualifications</li> <li>▪ Testing</li> <li>▪ Track record</li> <li>▪ References</li> </ul>
<b>Experience, Training &amp; Skills</b>	<ul style="list-style-type: none"> <li>▪ Listening skills</li> <li>▪ Communication skills</li> <li>▪ Commercially aware</li> </ul>	<ul style="list-style-type: none"> <li>▪ Fully computer literate</li> <li>▪ Good time management</li> </ul>	<ul style="list-style-type: none"> <li>▪ At interview</li> <li>▪ Qualifications</li> <li>▪ References</li> </ul>
<b>Personality</b>	<ul style="list-style-type: none"> <li>▪ Embraces change</li> <li>▪ Positive</li> <li>▪ Can do attitude</li> <li>▪ Self motivated</li> <li>▪ Reliable &amp; dependable</li> <li>▪ Customer focussed</li> <li>▪ Sense of humour</li> <li>▪ People person</li> <li>▪ Motivator</li> <li>▪ Team player</li> </ul>	<ul style="list-style-type: none"> <li>▪ Discreet</li> <li>▪ Enthusiastic</li> </ul>	<ul style="list-style-type: none"> <li>▪ At Interview</li> <li>▪ Psychometric testing</li> <li>▪ References</li> </ul>
<b>Social Circumstances</b>	<ul style="list-style-type: none"> <li>▪ Recognises good service</li> <li>▪ Enjoys work</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stable circumstances</li> </ul>	<ul style="list-style-type: none"> <li>▪ At Interview</li> <li>▪ Qualifications</li> </ul>