

CATERING & HOSPITALITY MANAGER

Role Specification

	Essential	Desirable	*MOA
KNOWLEDGE/QUALIFICATIONS			
Educated to NVQ level	✓		C
Knowledge of health and safety and food regulations	✓		I
Good working knowledge and ability to prepare and follow menus and recipes agreed	✓		
Ability to undertake pricing calculations	✓		
Literacy skills to include reading and writing and the completion of basic forms	✓		
EXPERIENCE			
Experience of the preparation, cooking and service of food and beverages	✓		
Experience of supervising kitchen staff	✓		
SKILLS			
Ability to use kitchen and cleaning equipment	✓		
Ability to communicate clearly with customers	✓		
Good organisation skills	✓		
Ability to manage own time effectively and direct others	✓		
Ability to follow sound hygiene procedures	✓		
BEHAVIOURS			
Be prepared to commit to CPD and learn and develop in the role	✓		
Ability to build effective relationships with others	✓		

***Method of Assessment**

Key: A= Application, I=Interview and Assessment, R=Reference, C=Certificate