**Person Specification for the post of Catering Assistant July 2019**

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|  |  | **Essential** | **Desirable** | **Measured by:** |
| **1. Faith Commitment** | * Sympathetic to the Catholic Ethos (F) * Practicing Catholic (F) | ✓ | ✓ | A/ R  A/ R |
| **2. Qualifications** | * Good general standard of education (F) * Willingness to complete Level 2 Food Safety (Basic Food Hygiene) (F) * Willingness to train further (I) | ✓  ✓  ✓ |  | A A A |
| **3. Skills and Experience** | * Previous catering supervisory experience (F) * Job related training (F) * Demonstrate awareness of Health & Safety issues. (I) * Demonstrate basic numeracy and written skills. (F) * Ability to communicate clearly, verbally and in written form. (F,I) * Demonstrate knowledge and understanding of Safer Food Better Business Book (I) | ✓  ✓  ✓  ✓  ✓ | ✓ | A/I/R A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R |
| **4. Other Requirements** | * Problem solving and planning skills (F,I) * Ability to use own initiative (F,I) * Self-motivated (F,I) * Punctuality (F,I) * Flexible approach, ability to work outside of core hours (F,I) * Attention to detail (F,I) * Ability to manage time effectively to complete tasks to a high level. (F,I) * Ability to work both alone and within a team to achieve specified standards(F,I) * Good verbal communication skills (F,I) * ICT skills (F,I) * Ability to motivate a team of staff (F,I) | ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  | A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R  A/I/R |

**A – Application Form R – References I - Interview P – Presentation T - Test**