

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Catering Assistant

Scale: Grade 3 (SCP) – 5-6

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • To possess or be willing to work towards achieving a Foundation Certificate in Food Hygiene within 3 months of starting work • To possess or be willing to work towards a relevant NVQ at Level 2. • Previous experience working in a kitchen environment • Experience of working as part of a team • A good standard of Maths and English 	Application Form / Interview		
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Be able to undertake light/moderate lifting, i.e food deliveries, dining room duties • Be able to demonstrate knowledge of food storage • Be able to communicate effectively, politely and respectfully, particularly when dealing with staff, pupils, parents, teachers, suppliers and food representatives • The ability to establish positive interaction with all staff, pupils, parents, teachers, suppliers and food representatives • Be able to work flexibly, e.g. covering absences 	Application Form / Interview		

SKILLS AND KNOWLEDGE (cntd.)	<p>to ensure smooth running within a kitchen establishment</p> <ul style="list-style-type: none"> • Be able to demonstrate knowledge of personal hygiene • Knowledge of the importance of working within food legislations (HACCP) and cleaning chemical regulations (COSHH) within a school kitchen • Knowledge of the importance of good customer care skills • Knowledge of basic recipes and cooking methods • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	Application Form / Interview		
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Willingness to wear protective clothing • To work within the school's policies and procedures with relation to safeguarding • Willingness to attend meetings and training as required 	Application Form / Interview		