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| **Job title** | **Grade** | **Directorate** | **Location** |
| General Catering Assistant (Casual) | Grade 1B | Environment | Various |

Note to manager

In completing this form you are setting the expected standard for the person you need for this job on this occasion. Once completed, it will help to create your shortlist of candidates and to devise the questions you ask at interview. Please describe the criterion in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. The job description, person specification and advertisement must be consistent. Each of the criteria must be identified under the **Essential** or **Desirable** headings. Whilst all criterions are important, those marked **Essential** must be met before an interview can be offered. (See Section 6 of the Recruitment and Selection Code of Practice for more information on producing a person specification)

#### Note to applicants

Whilst all criterions below are important, those under the **Essential** heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

**(\*See grid overleaf)**

| **Essential criteria** | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| --- | --- | --- |
|  | Basic literacy, numeracy, written and oral communication skills. | I. A |
|  | Basic food preparation skills. | I.A |
|  | Able to demonstrate excellent customer service skills. | I. A |
|  | Must be able to communicate effectively with customers and colleagues and demonstrate the ability to understand simple written instructions. | I .A |
|  | Must be able to demonstrate an awareness of a high standard of hygiene both operational and personal. | I.A |
|  | Must be able to demonstrate an awareness of safe working practices within the working environment. | I.A |
|  | Must be willing to undertake and gain Basic Food Hygiene Certificate within 6 months of appointment. |  |

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| --- | --- | --- |
| Desirable criteria | **Necessary requirements – skills, knowledge, experience etc.** | **\* M.O.A.** |
| 1. | Experience in a school catering environment. | A.I |
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| --- | --- | --- | --- |
| **Completed by** | **Date** | **Approved by** | **Date** |
| **Paula Worthington** | **November 2017** |  |  |

**Method of assessment (\* M.O.A.)**

**A =** Application form**, C =** Certificate**, E =** Exercise**, I** **=** Interview**, P =** Presentation**, T =** Test**, AC =** Assessment centre