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| **Person Specification** |

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| **Post Details** | |
| **Post Title** | Primary Unit Manager |
| **Department** | PL Place |
| **Division/Section** | Catering/Cleaning |
| **Location** | Hardy Mill Primary School Bolton |

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| **Essential** |

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| **Skills & Knowledge** |
| Knowledge of the principles and practicalities of large scale catering |
| Knowledge of financial and bookwork systems keeping clear and accurate auditable records. |
| Knowledge and practical implications of legislation and regulations relating to safe and hygienic working within a catering environment. |
| Knowledge and understanding of the food in schools agenda and the Governments statutory food and nutrient standards |
| Well developed practical cookery skills to prepare, cook and present food to meet quality, cost and food and health and safety standards. |
| Able to plan and organise own workload and that of a small team. |
| Able to support and instruct staff and complete staff development and performance plans and reviews for team members |
| This post is subject to an enhanced disclosure from the Disclosure & Barring Service. |

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| **Experience/Qualifications/Training** |
| Proven practical catering experience |
| NVQ level 2 (catering) or City & Guilds (catering) qualifications |
| Level 2 Food Safety Certificate or equivalent |
| Level 2 Nutrition |
| Current Health and Safety training |
| Current UK driving licence. |

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| **Desirable** |

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| **Additional Requirements** |
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