



## Middleton Technology School - Person Specification

**Post:** **Catering Assistant**

<b>CRITERIA</b>	<b>CATEGORY</b>	<b>METHOD OF ASSESSMENT</b>
<b>1. Educational Standard/Qualifications</b>		
<ul style="list-style-type: none"> <li>High level of numeracy and literacy</li> </ul>	Essential	Application form and evidence of qualification
<ul style="list-style-type: none"> <li>Maths &amp; English GCSE Grade C or above (or equivalent)</li> </ul>	Desirable	As above
<b>2. Experience</b>		
<ul style="list-style-type: none"> <li>Experience of working in a customer care focused environment</li> </ul>	Desirable	Application form / Interview
<ul style="list-style-type: none"> <li>Experience of preparing food</li> </ul>	Desirable	Application form / Interview
<ul style="list-style-type: none"> <li>Experience of serving food and operating tills</li> </ul>	Desirable	Application form / Interview
<ul style="list-style-type: none"> <li>Experience of working with children</li> </ul>	Desirable	Application form / Interview
<b>3. Personal Qualities / Skills</b>		
<ul style="list-style-type: none"> <li>A polite and friendly manner with excellent customer service skills</li> </ul>	Essential	Application form/Interview
<ul style="list-style-type: none"> <li>Effective written and verbal communication skills</li> </ul>	Essential	Application form /Interview
<ul style="list-style-type: none"> <li>Ability to work flexibly, coping with conflicting demands</li> </ul>	Essential	Application form /Interview
<ul style="list-style-type: none"> <li>Ability to work to strict deadlines</li> </ul>	Essential	Application form /Interview
<ul style="list-style-type: none"> <li>Ability to maintain all necessary confidentiality</li> </ul>	Essential	Application form/Interview
<ul style="list-style-type: none"> <li>Ability to work independently on own initiative and as part of a team, referring to line manager as appropriate</li> </ul>	Essential	Application form/Interview
<b>4. Knowledge</b>		
<ul style="list-style-type: none"> <li>Knowledge of catering procedures and systems</li> </ul>	Desirable	Application form /Interview
<b>5. Commitment and Behaviours</b>		
<ul style="list-style-type: none"> <li>Commitment to the Academy ethos</li> </ul>	Essential	Interview
<ul style="list-style-type: none"> <li>Commitment to equal opportunities, safeguarding, inclusion &amp; Health &amp; Safety policies</li> </ul>	Essential	Interview