

Catering Manager Person Specification

Section: Facilities – Catering		Reports to: Facilities Manager	
Job Title: Catering Manager		Grade/Salary Range: NJC Pay Range 5 (£22,183 -£24,491)	
Working Pattern: 37 hours per week		Working Weeks per annum: 40	
Factors	Essential	Desirable	Assessment Method
Qualifications	5 GCSE's including Maths and English or a Level 1 qualification in Maths & English (D-F grade or equivalent) Level 2 Certificate in Food hygiene	5 GCSE's including Maths and English Level 2 qualification in Maths & English (A-C grade or equivalent) Recognised qualification in the catering field	Certificates at Interview
Experience	At least five years' experience in a commercial kitchen preparing variety of meals Good practical skills and ability to manage subordinate staff	Experience of working in a school environment	Application Form Interview
Knowledge and Skills	Takes responsibility and can work effectively and flexibly both independently and as part of a team Build effective working relationships Ability to communicate successfully through a variety of means Able to plan and record Understanding of health and safety and food hygiene principles and the need to work safely on school site	Ability to contribute to the improvement of the school's rating, behaviour and educational attainment Evidence of having planned, costed and completed varied menus and managed conflicting demands Health and safety qualification/ course (COSHH, manual handling, slips, trips and falls, etc.) Basic first aid training	Application Form Interview
Personal Qualities	Motivated to learn Happy to put the effort in to achieve		Application Form Interview

	<p>Responsive to feedback from staff and students</p> <p>Able to be polite and respectful to all members of the school community at all times</p> <p>Reliable and Trustworthy</p> <p>Able to take instructions and work to deadlines</p> <p>Cooperative and able to contribute to a team</p> <p>Creative, enthusiastic, and industrious.</p> <p>Attention to detail and pride in the end product.</p>		
Other	<p>Willingness to challenge oneself to continually improve performance through self-evaluation and learning from others</p>		<p>Application Form</p> <p>Interview</p>

Signature:
Job Holder

Date:

Signature:
Line Manager

Date: