

Employee Specification Form

Post Number	E2910/21
Job Title	Assistant Cook
Department	Hoylake Holy Trinity
Prepared by and date	Sept 25

Important - Study “Explanatory Notes” printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> C&G 706/1-2, 707/1-2 or NVQ level 3 Very good interpersonal and customer care skills Food Hygiene Certificate Level 3 or the ability to complete the training within 6 months 		<ul style="list-style-type: none"> NEBBS or equivalent e.g. HCIMA 	
Experience <ul style="list-style-type: none"> Experience of catering in secondary or primary functions e.g. B&I/education or high street 		<ul style="list-style-type: none"> High standard craft experience, e.g. hotels, fine dining, or typical 150% margin food outlet Previous experience of working in a school kitchen 	
Knowledge and Skills <ul style="list-style-type: none"> Ability to control raw materials and portions to the School's standards. Good craft skills Ability to adapt traditional recipes and dishes to appeal to primary school pupils. Ability to meet production timings and deadlines by controlling am production and effective time planning and kitchen delegation. Ability to learn basic IT skills (use of word, excel and publisher) 		<ul style="list-style-type: none"> Ability to market and present food related displays and signage in an exciting and appealing manner to the primary school market Ability to increase the number of customers using the facilities Ability to communicate and empathise with parents and carers. 	
Special Requirements <ul style="list-style-type: none"> Position subject to DBS clearance Position subject to references 			