

Employee Specification Form

Post Number	
Job Title	Catering Manager
Department	Bidston Village CE Primary School
Prepared by and date	February 2023

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

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications - 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		- HCIMA - Level 4 Food Hygiene	
Experience - Experience of catering in secondary or primary functions e.g. B&I/education or high street - Experience of Supervisory Skills of a team of 2 or more people		- High standard craft experience, e.g. hotels, fine dining, or typical 150% margin food outlet - Experience of Management Skills of a team of more than 3 people	
Knowledge and Skills - 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) - Ability to manage and motivate catering team to deliver a fresh food & fun catering service for the pupils - Ability to increase the number of customers using the facilities		- Ability to market and present food related displays and signage in an exciting and appealing manner to the primary school market - Ability to communicate and empathise with parents and carers.	
Special Requirements - Position subject to CRB clearance - Position subject to references			