

Employee Specification Form

Post Number	
Job Title	Assistant Cook
Department	Pensby High School
Prepared by and date	March 2026

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 or NVQ level 2 or the ability to undertake the training within 6 months Very good interpersonal and customer care skills Food Safety/Hygiene Certificate Level 2 	Application	<ul style="list-style-type: none"> NVQ 3 Food Safety/Hygiene Certificate Level 3 	Application
Experience <ul style="list-style-type: none"> Experience of catering in secondary or primary functions e.g. B&I/education or high street 	Application	<ul style="list-style-type: none"> High standard craft experience, e.g. private care home, fine dining, private school or typical 150% margin food outlet Some craft experience – eg restaurants, care homes, food outlets 	Application
Knowledge and Skills <ul style="list-style-type: none"> Good craft skills Ability to adapt traditional recipes and dishes to appeal to school pupils. Ability to meet production timings and deadlines by controlling am production and effective time planning and kitchen delegation. Ability to communicate with customers. 	Application & Interview	<ul style="list-style-type: none"> Ability to market and present food related displays and signage in an exciting and appealing manner to the infant school market 	Application & Interview
Special Requirements <ul style="list-style-type: none"> Position subject to CRB clearance Position subject to References 	Interview	<ul style="list-style-type: none"> 	