The Big Fresh Catering Company
Person Specification

Post No		Designation:	Catering Assistant	Date:	10/03/2022
Completed By:	Carole Tyley				

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills…” or “I am confident I can do the job well…”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	**Experience**	▪	▪ Previous experience of large scale catering operation	Application Form Interview
2.	**Knowledge**	▪ Catering experience in a busy environment ▪ Firm commitment to providing a quality catering service	▪ Understanding of cashless computer systems ▪ Health & Safety/Hygiene regulations	Application Form Interview
3.	**Skills and aptitudes**	▪ Ability to assist in all areas of the kitchen to achieve the required standards ▪ Be able to use own initiative in the day to day running of the kitchen ▪ Be able to work under pressure ▪ Customer care skills ▪ Good communication skills		Application Form Interview
4.	**Qualifications and training**		Level 1 (Basic) Food Hygiene Certificate	Application Form Interview
5.	**Attitude and motivation**	▪ Flexible ▪ Approachable manner ▪ Commitment and teamwork towards the service		Interview
6.	**Other (please specify)**	▪ Able to work school term time		Interview