


**Person Specification for the post of Catering Assistant**
**July 2019**

		Essential	Desirable	Measured by:
<b>1. Faith Commitment</b>	<ul style="list-style-type: none"> <li>• Sympathetic to the Catholic Ethos (F)</li> <li>• Practicing Catholic (F)</li> </ul>	✓	✓	A/ R A/ R
<b>2. Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general standard of education (F)</li> <li>• Willingness to complete Level 2 Food Safety (Basic Food Hygiene) (F)</li> <li>• Willingness to train further (I)</li> </ul>	✓ ✓ ✓		A A A
<b>3. Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Previous catering supervisory experience (F)</li> <li>• Job related training (F)</li> <li>• Demonstrate awareness of Health &amp; Safety issues. (I)</li> <li>• Demonstrate basic numeracy and written skills. (F)</li> <li>• Ability to communicate clearly, verbally and in written form. (F,I)</li> <li>• Demonstrate knowledge and understanding of Safer Food Better Business Book (I)</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	✓	A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R
<b>4. Other Requirements</b>	<ul style="list-style-type: none"> <li>• Problem solving and planning skills (F,I)</li> <li>• Ability to use own initiative (F,I)</li> <li>• Self-motivated (F,I)</li> <li>• Punctuality (F,I)</li> <li>• Flexible approach, ability to work outside of core hours (F,I)</li> <li>• Attention to detail (F,I)</li> <li>• Ability to manage time effectively to complete tasks to a high level. (F,I)</li> <li>• Ability to work both alone and within a team to achieve specified standards(F,I)</li> <li>• Good verbal communication skills (F,I)</li> <li>• ICT skills (F,I)</li> <li>• Ability to motivate a team of staff (F,I)</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R A/I/R

**A – Application Form**
**R – References**
**I - Interview**
**P – Presentation**
**T - Test**