



## BISHOP CHADWICK CATHOLIC EDUCATION TRUST

### PERSON SPECIFICATION

**POST TITLE:** Cook

**GRADE:** Grade 4

**RESPONSIBLE TO:** Headteacher/Catering Manager

Minimum Essential Requirements	Method of Assessment
<b>Skills/Knowledge</b>	
1. Good level of cooking skills	Application Form/Interview, Work based Test
2. Ability to communicate in a clear and concise manner with staff and customers	Interview
3. Ability to understand/organise and interpret budget, financial and administration control systems	Interview
4. Ability to be adaptable, and create positive solutions to operational challenges	Interview
5. Knowledge of Health & Safety and Food Hygiene regulations	Interview
6. Knowledge of nutrition and dietetics	Interview
7. Knowledge of the requirements of a catering unit	Interview
8. Ability to deliver on-the-job-training and develop proactive and responsive team	Interview
<b>Experience I Qualifications</b>	
9. Educated to City & Guilds 706/1 or NVQ Level 1 & 2 Certificate in Food Preparation and Service	Application Form/Interview
10. The Royal Society Foundation Certificate in Nutrition, Level 1 or willing to work towards obtaining it	Application Form/Interview
11. Hold the Chartered Institute of Environmental Health Officers, Basic Hygiene Certificate	Application Form/Interview
12. Practical experience of working in a catering environment	Interview
13. Practical clerical and accurate numerical experience	Interview

14. Practical supervisory, team building and staff management experience	Interview
<b>Work Related Circumstances</b>	
15. Willing to undertake training and development in the post	Interview