Catchgate Community Primary School

**PERSON SPECIFICATION – CATERING MANAGER**

Grade 4 SCP 5-8 £19,312 - £20,493 pro rata

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|  | **Essential** | **Desirable** | **Method of assessment** |
| **Qualifications** | * Food safety certificate * Food hygiene certificate * CGSE / L2 or equivalent in Maths and English * Knowledge of food hygiene standards | * Catering qualification * First aid certificate * Knowledge of School food standards | * Application form * Certificates * Interview |
| **Experience and Knowledge** | * Catering / food production experience working in a kitchen environment * Experience of ordering and managing stock * Line management or team leading experience * Knowledge of legislative requirements relating to the catering industry * Knowledge of H&S Legislation and COSHH | * Leadership qualification * Experience of working in a school | * Application form * Interview * References |
| **Skills and competencies** | * Excellent communication skills, verbal and written * Technical knowledge of food and menu preparation * Good IT skills * Ability to manage multiple tasks and prioritise workload to meet service times * Foster and maintain positive relationships with pupils and staff * Build and maintain relationships with suppliers * Work in partnership with the Local Authority School’s Catering Team * Commitment to safeguarding and welfare of all pupils | * Safeguarding qualification / in date training | * Application form * Interview * References |
| **Personal**  **qualities** | * Friendly and approachable * Excellent organisational skills * Good team player * Reliable * Patient * Diplomatic * Flexible * Creative * Resilient * Ability to seek advice, willingness to respond to school needs and request from senior leaders * High expectation of self and team members |  | * Application form * Interview * References |