**Person Specification – Catering Manager**

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| **Category** | **Essential** | **Desirable** |
| **Qualifications & Training** | * Must possess a valid Level 3 Food and Hygiene qualification. | * Catering Qualification |
| **Experience** | * Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace. * Able to prepare, cook and present food to meet quality, cost and food and health and safety standards. * Experience of compiling menus, ordering commodities, food costings and general administration duties. * Able to plan and organise own workload and that of a team. Knowledge of financial systems keeping clear and accurate auditable records. | * Experience in leading projects |
| **Knowledge & Skills** | * Able to use a catering IT package. * Able to construct menus and recipes. * Able to follow Codes of Practice. (Please refer to the Health & Safety and Hygiene Practices). * Able to breakdown quantities and recipes. * Able to complete administrative documents / forms. * Able to manage the federation catering provision within the budget restraints * Able to deliver a high standard of customer service to members of the team, schools staff pupils and parents. |  |
| **Professional Development** | * Willingness to undergo training * Willingness to attend CPL |  |
| **Personal Qualities** | * Committed to growth and development of the service, supporting special events and themes and the ethos of the federation * Excellent organisational skills * Ability to manage a team |  |
| * **Note** ~ The successful candidate will be subject to a fully enhanced DBS disclosure | | |