**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
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| **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
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| **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.
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| **Professional Development** | * Willingness to undergo training
* Willingness to attend CPL
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| **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
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| * **Note** ~ The successful candidate will be subject to a fully enhanced DBS disclosure
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