

**Person Specification
FoodWorks Trainer
Supported Employment**



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Level 2 in Food Hygiene and an ability to train to Level 3
- Experience of training and supervising staff in a commercial catering environment
- Able to assist in the identification and provision of training and support needs of people who may experience significant inequality in the jobs market
- Experience of menu design, accounting for dietary requirements
- Knowledge of food allergies and cross-contamination
- Able to organise the menu choice to meet the demands of customers, ensuring appropriate sales whilst delivering excellent customer service
- Able to take order for external catering, ensuring specific requirements of customers are met
- Excellent record-keeping, including health and safety records
- Experience of maintaining a high standard of cleanliness and hygiene in the food preparation areas, by ensuring strict adherence to the provisions of relevant food safety and Health and Safety instructions
- Able to support the FoodWorks Manager in the development of the service to meet the preference and demands of the FoodWorks customers
- Able to be responsible for the ordering of the stock and supplies, effective stock control and maintenance of records, minimising waste and ensuring maximum value for money
- Experience of taking payments for goods sold, reconciliation of cash and banking in accordance with financial procedures
- Able to work flexible hours through prior arrangement as required (for example, some evenings or weekends)

Desirable

- Experience of supervising and training people who have a disability or Mental Health condition in a catering environment
- A current clean driving licence
- Level 3 in Food Hygiene

Part B

The following criteria will be further explored at the interview stage (as well as further exploring the above criteria is met):

- Relevant recent experience
- Reliable and self-reliant, but will seek guidance appropriately
- Willingness to undertake further training as required, with a positive approach to self-

development

- Organisational skills and the ability to work to tight timescales whilst being detail conscious
- Evidence of good written and verbal communication skills
- Committed to Equal Opportunities and anti-discrimination practice in employment and service delivery

Additional Requirements

- Enhanced DBS Disclosure Certificate