# **PERSON SPECIFICATION: Cook Supervisor - Secondary School POST REFERENCE: 104395**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | Good general standard of education (F)  NVQ2 in Catering or equivalent(F)  Level 2 Basic Food Hygiene(F) | Level 3 Intermediate Food Hygiene(F)  Ability to plan menus(F)  Budgetary Control Experience(F)  Work Planning ( Rotas, etc) (F) |
| * **Work or other relevant experience** | Be able to demonstrate experience working in a busy catering environment (F)  To demonstrate ability to manage staff (I)  Job related training (F) | Previous catering supervisory experience in a kitchen employing between 10 to 20 staff (F)  Management / Supervisory experience(F) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Demonstrate awareness of Health & Safety issues. (I)  Demonstrate basic numeracy and written skills. (F)  Ability to communicate clearly, verbally and in written form. (F)(I)  Demonstrate knowledge and understanding of Safer Food Better Business Book (I)  Good interpersonal Skills (I) | tieodeo  Demonstrate planning and organisational skills (I)  Customer care experience (F)  Innovative abilities (I) | |
| * + **General competencies** | Ability to work with others. as a team (I)  High Standards of personal hygiene(I)  Ability to lead, supervise and control team-members and operations as appropriate.(F)  Flexibility as to work location(F)(I)  Full Driving Licence(F)  I.T Skills (F) | I.T. Skills – knowledge of cashless systems (F)  Development of team / individuals (F)(I)  Knowledge of trading accounts/balance sheets(F)(I) | |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.