**SACRED HEART CATHOLIC HIGH SCHOOL**

**PERSON SPECIFICATION FOR FOOD SERVICE ASSISTANT**

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| **A SKILLS, KNOWLEDGE AND APTITUDES** |
| **Essential**A1 Excellent customer service skillsA2 Competent numeracy skills & good cash handling skillsA3 ICT skills: ability to use or learn to use an electronic tillA4 Willingness to learnA5 Knowledge of HACCP, Food Hygiene & Health and SafetyA6 Strong communication and interpersonal skills.A7 Strong organisational and time management skillsA8 Decision making skills**Desirable**A9 Broad understanding of the secondary school catering industry  |
|  **B QUALIFICATIONS AND TRAINING** |
| **Essential**B1 Evidence of customer service trainingB2 Basic Food Hygiene**Desirable**B3 Equivalent of L2 qualifications  |
| **C** **EXPERIENCE** |
| **Essential**C1 Food service experience **Desirable**C2 Experience in high volume cateringC3 Experience of working with children in any setting |
| **D PERSONAL QUALITIES** |
| **Essential**D1 Ability to build warm and effective working relationships with children and adultsD2 Enthusiasm and high levels of personal motivation D3 Excellent attendance, timekeeping and capacity to complete tasks to meet deadlinesD4 A team player, who will be flexible and will resolve problemsD5 Commitment to carry on learningD6 A passion for food and food service D7 The ability to think quickly, work safely in a catering environment, and stay calm in a crisisD8 Ability to manage own workload and help others in a busy environment, with a wide range of customers, having a clear focus on customer servicesD9 Satisfactory Enhanced disclosure with the Disclosure & Barring Service |
| **E SPECIAL REQUIREMENTS** |
| EssentialE1 A colleague who is willing to do overtime, and negotiated out of hours hospitalityE2 A colleague who will actively support our ethosE3 Professional standards in dress, attendance and punctuality **Desirable** E4 Practising and committed Roman Catholic E5 Driving licence *Please note: short-listed applicants will be expected to bring to interview the originals of their qualification certificates.*  |