**Person Specification**

**Job title: Catering Supervisor**

Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.

Each listed requirement will state how it will be assessed e.g. application form, interview, work-based test and certificate.

| **Essential Criteria** | | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications /**  **Professional Registration/**  **Membership** | Educated to City & Guilds 7061 /2 / NVQ level 2 Cooking Qualification or equivalent. | Application form |
| Food Safety Level 2 certificate. | Application form |
| **Experience** | Practical experience of working in a cooking role (eg chef / assistant cook). | Application form / Interview |
| Practical clerical and accurate numerical experience. | Application form / Interview |
| Practical supervisory, team building and staff management experience. | Application form / Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Good level of cooking skills. | Application form / Interview / Cooking assessment |
| Ability to communicate in a clear and concise manner with customers and staff. | Interview |
| Ability to understand, organise and interpret budget, financial and administration control systems. | Interview |
| Ability to be adaptable and create positive solutions to operational challenges. | Interview |
| Knowledge of Health & Safety and Food Hygiene Regulations. | Interview |
| Knowledge of nutrition and dietetics. | Interview |
|  | Knowledge of the requirements of a catering operation. | Interview |
| **Work Related**  **Circumstances /**  **Values of the Council** | Commitment to Equal Opportunities. | Interview |
| Compliance with health and safety rules, regulations, and legislation. | Interview |
| Ability to meet the travel requirements of the role. | Interview |
|  | Ability to work additional hours to meet the needs of the post and when required. | Interview |

Author: K Miles