## Catering Manager

## Person Specification

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| **No.** | **Categories** | **Essential/Desirable** | **Assessed by\*** |
| **Professional Qualifications & Training**  |
| 1 | Relevant hospitality and catering qualifications. | **E** | **A** |
| 2 | Functional Skills Level 2 in Maths and English or equivalent. | **E** | **A** |
| 3 | Level 3 Food Safety qualification. | **E** | **A** |
| 4 | Good knowledge of health and safety requirements. | **E** | **A/I/T** |
| 5 | Awareness of allergen legislation. | **E** | **I/T** |
| 6 | Level 2 Health and Safety qualification (or willingness to undertake it). | **D** | **A** |
| 7 | Level 1 BSL (British Sign Language) qualification. | **D** | **A** |
| **Experience** |
| 8 | Proven experience in managing hospitality and catering, ideally in a school environment. | **E** | **A/I** |
| 9 | Ability to prepare and cook high-quality food. | **E** | **A/I** |
| 10 | Experience developing menus that cater to diverse dietary needs, including allergens. | **D** | **A/I** |
| **Skills and Abilities** |
| 11 | Ability to support and motivate a team, fostering a positive work environment. | **E** | **A/I** |
| 12 | Strong communication skills, with the ability to interact effectively with diverse groups of people. | **E** | **I** |
| 13 | Good ICT skills, including the use of kitchen management software or spreadsheets. | **E** | **A** |
| 14 | Strong organisational skills and the ability to prioritise tasks effectively. | **E** | **I** |
| 15 | Knowledge of maintaining a safe and clean kitchen environment | **E** | **I** |
| 16 | Ability to train and mentor junior staff members or apprentices. | **E** | **I** |
| 17 | Ability to work collaboratively with school staff, parents, and suppliers. | **E** | **I** |
| **Personal Qualities** |
| 18 | Calm and patient attitude, even in high-pressure situations. | **E** | **I/T** |
| 19 | Team player with a positive work ethic and "can-do" attitude. | **E** | **I** |
| 20 | Punctual, reliable, and professional in all aspects of work. | **E** | **I/T** |
| 21 | Passionate about providing healthy, nutritious meals for students. | **E** | **I** |
| 22 | Physically fit and able to undertake manual work when required. | **E** | **I** |
| 23 | Clean and smart appearance, suitable for representing the school. | **E** | **I** |
| 24 | Willingness to learn and adapt to new challenges. | **E** | **A/I/T** |
| 25 | Enthusiastic about promoting healthy eating habits among students. | **E** | **A/I** |
| 26 | An innovative approach to menu planning. | **D** | **A/I** |

\*Assessed by: A – Application; I – Interview; T - Task