

ROCHDALE BOROUGH COUNCIL
PERSON SPECIFICATION

Assistant Catering Manager

Scale: Grade 5 12-17

Note to Applicants

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

- The *Essential* Criteria are for the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The *Desirable* Criteria are used to help decide between candidates who meet **ALL** the Essential Criteria.
- The *How Identified* column shows how the Council will obtain the necessary information about you.
- If the How Identified column says the Application Form next to an Essential Criteria or a Desirable Criteria, you **MUST** include in your application enough information to show **how** you meet this criteria. You should include examples from your paid or voluntary work.

ATTRIBUTES	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS AND EXPERIENCE	<ul style="list-style-type: none"> • NVQ Level 2 Catering or City Guilds Catering • Ability to demonstrate what qualifications and training you have received within the Catering industry • Basic Certificate in Food Hygiene • Relevant experience in a senior position within a large scale catering establishment • Experience in supervision and training of staff 	Application Form / Interview		
SKILLS AND KNOWLEDGE	<ul style="list-style-type: none"> • Demonstrate knowledge of recipes, methods of production, menu planning and costings • Demonstrate understanding of HACCP's and COSHH • Demonstrate details of your capability in completing documentation and financial returns • Demonstrate understanding of the daily routine of a kitchen supervisor • Be able to provide good customer care and interpersonal skills • Knowledge of budgeting, food storage and stock control • Knowledge of Quality Assurance Procedures 	Application Form / Interview		

SKILLS AND KNOWLEDGE (continued)	<ul style="list-style-type: none"> • Demonstrate experience in Healthy Nutritional Balanced Menus • The ability to converse at ease with customers and service users and provide advice in accurate spoken English. 	Application Form / Interview		
SPECIAL WORKING CONDITIONS	<ul style="list-style-type: none"> • Willingness to wear protective clothing • To work within the school's policies and procedures with relation to safeguarding • Willingness to attend meetings and training as required 	Application Form / Interview		