

**ROCHDALE BOROUGH COUNCIL**  
**PERSON SPECIFICATION**

Catering Assistant

Scale: Grade 3 (SCP) – 5-6

**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 |
|--------------------------------------|---|------------------------------|-----------|----------------|
| <b>QUALIFICATIONS AND EXPERIENCE</b> | <ul style="list-style-type: none"> <li>• To possess or be willing to work towards achieving a Foundation Certificate in Food Hygiene within 3 months of starting work</li> <li>• To possess or be willing to work towards a relevant NVQ at Level 2.</li> <li>• Previous experience working in a kitchen environment</li> <li>• Experience of working as part of a team</li> <li>• To possess or be willing to work towards GCSE English and Mathematics at Grade A*-C or GCSE Level 9-4 or a Level 2 qualification in Literacy and Numeracy</li> </ul> | Application Form / Interview |           |                |
| <b>SKILLS AND KNOWLEDGE</b>          | <ul style="list-style-type: none"> <li>• Be able to undertake light/moderate lifting, i.e food deliveries, dining room duties</li> <li>• Be able to demonstrate knowledge of food storage</li> <li>• Be able to communicate effectively, politely and respectfully, particularly when dealing with staff, pupils, parents, teachers, suppliers and food representatives</li> <li>• The ability to establish positive interaction with all staff, pupils, parents, teachers, suppliers and food</li> </ul>   | Application Form / Interview |           |                |

|                                     |   |                              |  |  |
|-------------------------------------|---|------------------------------|--|--|
| <b>SKILLS AND KNOWLEDGE (cntd.)</b> | <p>representatives</p> <ul style="list-style-type: none"> <li>• Be able to work flexibly, e.g. covering absences to ensure smooth running within a kitchen establishment</li> <li>• Be able to demonstrate knowledge of personal hygiene</li> <li>• Knowledge of the importance of working within food legislations (HACCP) and cleaning chemical regulations (COSHH) within a school kitchen</li> <li>• Knowledge of the importance of good customer care skills</li> <li>• Knowledge of basic recipes and cooking methods</li> <li>• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.</li> </ul> | Application Form / Interview |  |  |
| <b>SPECIAL WORKING CONDITIONS</b>   | <ul style="list-style-type: none"> <li>• Willingness to wear protective clothing</li> <li>• To work within the school's policies and procedures with relation to safeguarding</li> <li>• Willingness to attend meetings and training as required</li> </ul>   | Application Form / Interview |  |  |