

Person Specification

Post:	Catering Manager
Department:	Catering
Responsible to:	Assistant Principal - Finance
Hours	37 hours
Working closely with	All Catering staff and customers and suppliers

E = Essential

D = Desirable

Please ensure that in your application you provide evidence of how you meet the requirements of the advertised post. Please address **each item** on the Person Specification. In a situation where the college receives a high volume of applications, the desirable criteria may also be used for shortlisting purposes.

	E	D	Method of Assessment
Skills & Abilities			
Demonstrable catering management and supervisory skills and the ability to cook in a busy catering service	✓		Application and Interview
Experience of training in risk assessment and/or general health and safety including allergen management (L2) and compliance and HACCP systems	✓		Application, certificates and Interview
Ability to work as a team player in a management capacity through motivation, negotiation and delegation	✓		Application and Interview
Ability and willingness to work flexible hours within the college calendar	✓		Application and Interview
HND/OND, NVQ Level 3 or equivalent in Hotel and Catering		✓	Application, certificates and Interview
High level of IT literacy, with experience of using electronic ordering and cashless catering systems	✓		Application, certificates and Interview
Food Hygiene Certificate (Level 4 Award/Advanced)		✓	Application, certificates and Interview
First Aid Certificate		✓	Application, certificates and Interview
Experience & Background			
Experience of large scale catering & working in a customer focused environment	✓		Application and Interview
To have worked using the catering operation Food Safety Management Systems	✓		Application and Interview
Experience in menu planning and costing	✓		Application and Interview
Experience in purchasing perishable and non-perishable foodstuffs and non-consumables including stock control and recording using IT	✓		Application and Interview
Experience in proactive marketing, modern food trends and income generation		✓	Application and Interview
Experience of managing catering team hours of work and carrying out staff appraisals		✓	Application and Interview
Experience in encouraging and promoting healthy eating in line with government initiatives		✓	Application and Interview

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Budgets & Resources		
Identifying the department needs, ordering of materials and ensuring the most cost-effective use of resources, responsible for all purchasing, monitoring, recording and all documentation electronically using appropriate software	✓	Application and Interview
Report to governors as required	✓	Application and Interview
Knowledge of budget preparation to provide timely and accurate departmental budgets of income and expenditure	✓	Application and Interview
Personal Qualities & Relationships		
Ability to communicate and relate effectively, verbally and in writing with students, staff and outside agencies	✓	Application and Interview
Ability to provide management and leadership to the catering staff and also work as a team member	✓	Application and Interview
Creative flair with 'hands on' customer focused approach	✓	Application and Interview
A strong commitment to safeguarding and promoting the welfare of young people	✓	Application and Interview
Must be able to satisfy requirements for Enhanced DBS checks	✓	Application and Interview