

ST ANDREW'S CE (VA) INFANT SCHOOL
Person Specification – Catering Manager Scale 4 - 5

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
Qualifications & Training		
A recognised catering qualification – City & Guilds 706/1 and 2 (Diploma in Professional Cooking) or NVQ level 3 or equivalent	E	A
Intermediate Food Hygiene certificate	E	A
GCSE Maths and English or equivalent	D	A
Level 2 award Health & Safety accredited or equivalent	D	A
Advanced food hygiene certificate	D	A
Manual handling training	D	A
Recent first aid training	D	A
Experience		
Experience within all areas (main courses, vegetables and desserts) of a commercial catering establishment where meals have been produced from a combination of fresh food	E	A/I
Experience of menu planning, ideally for children and young people	E	A/I
Supervisory experience within a commercial catering environment	E	A/I
Experience of negotiating with suppliers and ordering procedures	E	A/I
Experience of book keeping and stock taking systems	E	A/I
Experience of working with children	D	A/I
Management experience within a commercial catering establishment	D	A/I
Experience of working within nutritional standards for schools	D	A/I
Knowledge and skills		
IT literate – ability to use basic word processing, email and spreadsheet packages	E	A/I
Able to demonstrate excellent food preparation and presentation skills	E	A/I
Able to deliver excellent customer service	E	A/I
Able to manage the financial aspects of the catering operation	E	A/I
Able to communicate effectively with people at all levels	E	A/I
Able to motivate and lead a team of staff	E	A/I
Knowledge of government recommended nutritional guidelines	E	A/I
Knowledge of techniques used in supervising staff	E	A/I
Commercial awareness	E	A/I
Good interpersonal skills and the ability to develop an effective team	E	A/I
Understanding of the practical implications of regulations and legislation in relation to health and safety and hygienic work within a catering service	E	A/I
Understanding of food standards as they relate to school meals	D	A/I
Able to demonstrate flair and imagination in food preparation and presentation	D	A/I
Initiative		
To be able to manage own time effectively and on own initiative within the policies and guidelines of the school	E	A/I/R
To be aware of responsibilities for Health and Safety of self and others	E	A/I/R

Criteria	Essential (E) Desirable (D)	Method of Assessment Application (A) Interview (I) References (R) Observation (O)
An understanding of safeguarding and the need for confidentiality	E	A/I/R
Ability to build positive relationships with children, colleagues, parents and outside agencies	E	A/I/R
Proactive attitude	E	A/I/R
An eye for detail and a passion for excellence	E	A/I/R
A willingness to support the Christian ethos of the schools and the schools' equality objectives	E	A/I/
Circumstances		
To be able to work in a hot environment with heavy catering equipment	E	A/I
Commitment to own personal training and development as required	E	A/I
To be able to work flexibly as and when required	E	A/I

(E) – essential criteria (candidates must demonstrate that they have the ability to fulfil these aspects of the job description on day 1 of the post and without any additional training)

(D) – desirable criteria (the candidate must demonstrate the ability to be able to fulfil the desirable criteria of the post, with training and support)

All candidates will be short listed against the essential criteria. Only those candidates whose written application fulfils the requirements of the essential criteria will be shortlisted for interview. If a large number of candidates meet all the essential criteria, the panel will then consider the desirable criteria within the job specification.