

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Catering Supervisor

| Factor | Criteria No | Criteria | Ranking | Criteria to be tested by...(tick as appropriate) | | | |
|----------------------------|-------------|--|---------------------------|--|-----------|--------------|-----------------------|
| | | | (Essential/ Desirable) | Application Form | Interview | Presentation | Practical Exercise |
| Education & Qualifications | 1 | Good standard of education to GCSE equivalent, particularly in english and mathematics | E | * | | | |
| | 2 | Qualification in hospitality or food preparation or equivalent experience | D | * | | | |
| | 3 | In possession of Basic Food Hygiene Certificate | D | * | | | |

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|------------|---|---|---|---|---|--|--|
| Experience | 1 | Experience of staff supervision in a catering environment | E | * | * | | |
| | 2 | Experience of serving a range of good quality food and drinks | E | * | * | | |
| | 3 | Experience of dealing with customers on a regular basis and providing excellent customer care | E | * | * | | |

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| | 4 | Experience of opening and closing procedures including tills | D | * | * | | |
| | 5 | Experience of working in the events industry | D | | * | | |
| | 6 | Experience of catering for customers with special dietary requirements | E | * | * | | |

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|------------------|---|--|---|---|---|--|--|
| Knowledge | 1 | Knowledge of operating a range of catering equipment | D | * | * | | |
| | 2 | Knowledge of food safety and health and safety regulations and associated record keeping | E | * | * | | |

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|------------------------|---|--|---|---|---|--|--|
| Personal Skills | 1 | Strong organisational skills with the ability to manage changing workloads and priorities | E | * | * | | |
| | 2 | Able to work under pressure whilst maintaining quality of product and service | E | * | * | | |
| | 3 | Excellent communication skills to support the achievement of the catering team's objectives, dealing with people at all levels | E | * | * | | |
| | 4 | Pleasant disposition and positive attitude, able to deal with people at all levels (staff, customers and suppliers) | E | * | * | | |
| | 5 | An awareness of the importance of personal hygiene in a catering environment | E | * | * | | |
| | 6 | Ability to follow instruction but also to lead and use own initiative, working as part of a team | E | * | * | | |

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|--------------------------------|---|---|---|---|---|--|--|
| | 7 | Passionate about food and service | E | * | * | | |
| Additional Requirements | 1 | Prepared to undertake occasional work out of hours | E | | * | | |
| | 2 | A commitment to Equal Opportunities and Diversity in all work practices | E | * | * | | |
| | 3 | Willingness to work across two sites where required | E | | * | | |
| | 4 | An appreciation and commitment to Health and Safety issues in the workplace | E | * | * | | |



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| Work Simulated Test | Certificate |
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