

# GROUNDWORK

CHANGING PLACES

CHANGING LIVES



## PERSON SPECIFICATION

JOB TITLE: Kitchen Assistant

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

Experience	1	Experience of working in a catering environment	E	*	*				
	2	Experience of preparing a range of good quality food	D	*	*				
	3	Experience of dealing with customers on a regular basis and providing excellent customer care	E	*	*				
	4	Experience of using a till system and handling payment	D	*	*				

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Knowledge	1	Knowledge of operating a range of catering equipment	D	*	*			
	2	Knowledge of procedures for dealing with special dietary requirements and allergens	E	*	*			
	3	Knowledge of food safety and health and safety principles	E	*	*			
Personal Skills	1	Able to work under pressure whilst maintaining quality of product and service	E	*	*			
	2	Pleasant disposition and positive attitude, able to communicate with people at all levels (staff, customers and	E	*	*			
	3	An awareness of the importance of personal hygiene in a catering environment	E	*	*			
	4	Ability to follow instruction but also to use own initiative, working as part of a team	E	*	*			
	5	Flexible attitude to tasks and willingness to help wherever needed	E	*	*			
	6	Passionate about food and service	E	*	*			
Additional Requirements	1	Prepared to work early starts and occasional work out of hours and lone working	E		*			

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		Flexible in working across two sites where required at The						
	2	Land of Oak and Iron and The Greenhouse Business Centre	E		*			
	3	Driving licence with access to vehicle for work purposes due to heritage centre location	E	*				
	4	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*			
	5	An appreciation and commitment to Health and Safety issues in the workplace	E	*	*			

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Certificate





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