

GROUNDWORK

CHANGING PLACES

CHANGING LIVES



PERSON SPECIFICATION

JOB TITLE: Chef Supervisor

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	Requires a minimum of NVQ II in Food Preparation and Cooking or equivalent	E	*	*			
	2	NVQ Level III in Catering or equivalent	D	*	*			
	3	In possession of Food and Hygiene level 2 certificate	E	*	*			
	4	Good standard of education to GCSE equivalent, particularly in english and mathematics	E	*	*			

Experience	1	Experience of preparing and cooking a range of good quality food	E	*	*			
	2	Experience of dealing with suppliers	D	*	*			
	3	Experience of dealing with customers on a regular basis and providing excellent customer care	E	*	*			
	4	Experience of using a range of catering equipment	D	*	*			
	5	Experience of catering for special dietary requirements	E	*	*			
	6	Experience of staff supervision in a catering environment	E	*	*			

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Knowledge	1	Knowledge of menu planning	D	*	*			
	2	Understanding of Environmental Health Regulations relative to a catering provision	E	*	*			
	3	Knowledge of food safety good practice and health and safety in a kitchen environment.	E	*	*			

Personal Skills	1	Strong organisational skills with the ability to manage changing workloads and priorities	E	*	*			
	2	Able to work under pressure in a busy kitchen environment	E	*	*			
	3	Excellent communication skills	E	*	*			
	4	Pleasant disposition and positive attitude, able to deal with people at all levels (staff, customers and suppliers)	E	*	*			
	5	An understanding of the importance of personal hygiene whilst operating in a customer facing catering environment	E	*	*			
	6	Ability to follow instruction but also to lead and use own initiative, working as part of a team	E	*	*			
	7	An innovator with creative flair.	E	*	*			
	8	Passionate about food and service	E	*	*			

Additional Requirements	1	Flexible approach to working hours with ability to work weekends and evenings as a feature of the role including early starts and lone working	E	*	*			
	2	Driving licence with access to vehicle for work purposes due to heritage centre location	E	*	*			

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	3	A commitment to Equal Opportunities and Diversity in all work practices	E	*	*			
	4	An appreciation and commitment to Health and Safety in the workplace	E	*	*			



appropriate)
Certificate
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