

PERSON SPECIFICATION

Post Title: **Catering Manager**

Salary Scale: **Grade F**

Evidence Codes

AF – Application Form

JRT – Job Related Task

D - Documentation

M - Medical

I - Interview

Job Criteria				
	Essential	Source of Evidence	Desirable	Source of Evidence
Experience	Be able to demonstrate experience in the following:			
	At least 2 years' experience of working at a strategic level in a medium/large catering establishment. (e.g. school, factory or large restaurant)	AF/I	Experience of working within a school kitchen	AF/I
	Experience of menu planning and costing	AF/JRT		
	Experience of purchasing perishable and non perishable foodstuffs and consumables; stock control and recording	AF/I		
	Experience of recruiting, leading and managing teams	AF/I		
Qualifications	Level 3 qualification in Catering & Food Preparation (or equivalent)	D		
	Intermediate / Advanced Food Hygiene Certificate	D		

	GCSE at grade A-E in Maths and English (or relevant equivalent qualification)	D	GCSE at grade C in Maths and English (or relevant equivalent qualification)	D
Skills and Knowledge	Be able to demonstrate skills and knowledge in the following:			
	Strong and effective leadership and management skills	I		
	Ability to motivate staff and drive forward change	I		
	Effective communication and influencing skills	AF/I/JRT		
	Ability to plan a menu for a large scale catering environment	JRT		
	Ability to cook tasty and nutritious food from fresh ingredients	AF / JRT		
	Effective and appropriate communication skills with adults and children	I		
	Knowledge of healthy eating for children	AF/I	Knowledge of school nutritional standards	AF/I
	Knowledge of and understanding of food hygiene, including HACCPs	AF/I/JRT		
	Knowledge and understanding of health and safety requirements, including COSHH	AF/I		
Personal qualities	Customer service attitude	I		
	Demonstrate high levels of personal hygiene	I/JRT		
	Ability to undertake physically demanding work in a sometimes challenging environment (heat)	I/JRT		
	Ability to remain calm and work effectively	I/JRT		

	under pressure			
	Flexibility and adaptability to be effective in a busy catering environment.	AF/I		
Job Circumstances	Willingness to undertake further training to support the schools aims and objectives and your own CPD	AF/I		
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, governors, staff and the wider community.	I		
Other Requirements	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	M		
	Enhanced Disclosure & Barring Service clearance	D		
	Demonstrable evidence of continuous professional development and competence	D		