

Person Specification

Job Title:

Catering Manager

Notes of Guidance for Candidates

For each requirement, you must show in your application form how you meet that requirement in order to be shortlisted for interview. The information you give on your application form will be expanded upon at interview. By the end of the selection process you will need to have demonstrated that you meet all the requirements on this Person Specification to be considered for appointment.

<u>Attributes</u>	<u>Essential Criteria</u>	<u>Desirable Criteria</u>
Personal Attributes, Values & Behaviours	▪ Helpful, positive and respectful to all ▪ Willingness to respect residents in their Christian faith ▪ A positive attitude towards the Pilgrims' Friend Society and its wider aims and objectives	
Experience	▪ Experience of food preparation for large numbers ▪ Experience in applying food hygiene and health and safety regulations ▪ Able to work effectively without supervision ▪ Experience of managing a team	▪ Experience working with older client group or similar
Skills & Abilities	▪ Good organisational and time management skills ▪ Able to achieve and maintain high standards in food preparation ▪ Able to prepare nutritious and appetising meals within a given budget ▪ Able to cater for a variety of dietary	

	requirements ▪ Able to follow verbal/written instructions from senior staff ▪ Able to work effectively without supervision ▪ Able to work effectively alone and as part of a team ▪ Able to supervise a team of staff positively, motivating and encouraging them to get the work done ▪ Able to provide training in Basic Food Hygiene and Food Allergens	
Knowledge	▪ Food hygiene and health and safety rules and regulations (including Environmental Health) ▪ Use of Personal Protective Equipment (PPE) ▪ Knowledge of Safe Food Better Business (SFBB) or similar	▪ Infection control ▪ Knowledge of food allergens regulations ▪ Knowledge of nutrition issues for older people
Qualifications & Training	▪ Relevant NVQ/City & Guilds or similar qualifications ▪ Basic literacy and numeracy skills ▪ Basic Food Hygiene Certificate ▪ Willingness to participate in training and attend relevant staff meetings ▪ Awareness of self-development	▪ Manual handling
Communication Skills	▪ Communicate effectively, especially with care staff in relation to residents' nutritional needs ▪ Good interpersonal skills ▪ Good recording skills	▪ Customer care skills
Other Special Requirements	▪ Willingness to be flexible in working pattern ▪ Good general health and physically capable of carrying out tasks involved e.g. using equipment and moving food products with	

	appropriate aids	
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