

# Whitburn Church of England Academy Person Specification

## Post Title: Catering Assistant



	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>		<ul style="list-style-type: none"> <li>• Food hygiene certificate</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Certificate</li> </ul>
<b>Work Experience</b>	Experience within the catering / hospitality industries	<ul style="list-style-type: none"> <li>• Cleaning experience</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>• Good verbal communication skills</li> <li>• Food Hygiene awareness</li> <li>• Able to work to deadlines</li> <li>• Able to follow instructions</li> <li>• Able to undertake the tasks outlined in the job description</li> <li>• Able to undertake physical work requiring being on your feet at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of COSHH</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Able to work well as part of a team</li> <li>• Committed to the principles of equality and diversity</li> <li>• Positive attitude</li> <li>• Good timekeeping record</li> <li>• High levels of integrity and trustworthiness</li> <li>• Willing to learn new skills and act upon feedback given</li> </ul>	<ul style="list-style-type: none"> <li>• Able to use initiative and take responsibility</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> <li>• Application form</li> <li>• Interview</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• No adverse criminal record</li> <li>• No adverse disciplinary record</li> </ul>		<ul style="list-style-type: none"> <li>• (Enhanced DBS clearance)</li> <li>• References</li> </ul>