

## Catering Supervisor- Person Specification

	Essential	Desirable
<b>Attainments</b>		
Qualifications	<p>Must be prepared to undertake any training as appropriate including computer training.</p> <p>Food Safety level 2 or equivalent qualification.</p> <p>Considerable experience of catering work.</p> <p>Previous experience of supervising staff.</p>	<p>NVQ Level 3 in Food Safety or equivalent qualification</p> <p>Basic Food Hygiene Work skills.</p>
Work Skills	<p>Ability to work quickly and accurately. Following training must be able to operate electrical equipment. To observe and comply with legislation and Trust regulations such as health and safety.</p> <p>Must be able to adhere to quality standards and departmental procedures.</p> <p>Good supervisory skills able to motivate and organise staff. Interview and train staff.</p>	
<b>Special Aptitudes</b>		
Communication Skills	<p>Clear and accurate written communication. Effective listening skills.</p> <p>Deal swiftly and effectively with a wide range of queries.</p>	<p>Key board skills and the ability to use a computer.</p>
Flexibility	<p>Expected to carry out duties within pay band and following training. Willing to adapt to the changing needs of the service.</p>	<p>Be able to work extra hours if required.</p>
People Skills		

	<p>Client focused. Capable of dealing with staff at all levels.</p> <p>Ability to take on board new ideas, skills and knowledge. Undertake relevant in-house training.</p>	
Learning Ability	<p>Ability to use own initiative and work without close supervision and also to work as part of a team.</p> <p>Manage priorities under pressure and meet tight Deadlines.</p>	Actively seeks to develop their own knowledge, skills and ability,
Other Skills	<p>Ability to keep information confidential.</p>	