

PERSON SPECIFICATION

Post Title: Catering Assistant

Group/Department: Corporate – Nursing & Facilities / CATERING

AFC: A0024a

ATTRIBUTE	ESSENTIAL	HOW IDENTIFIED	DESIRABLE	HOW IDENTIFIED
Experience	<ul style="list-style-type: none"> • Previous catering experience required. • To have experience of work in environments where a methodical and organised approach to work can be demonstrated. 	References & AF	<ul style="list-style-type: none"> • 	References & AF
Qualifications	<ul style="list-style-type: none"> • NVQ 2 Customer Service (or equivalent skills/ experience) • To be willing to undertake and achieve the level 2 Food Safety Certificate, COSHH Training and Trust Mandatory Training Courses 	I I	<ul style="list-style-type: none"> • Level 2 Food Safety Certificate 	I
Personal Qualities	<ul style="list-style-type: none"> • Commitment & self motivation • To work on own initiative, as a lone worker or as part of a team • To be able to commit to maintaining high standards of personal hygiene • Courteous and professional manner • Be able to make decisions in the absence of supervision 	References & I		

Written skills	<ul style="list-style-type: none"> • Be able to follow basic written instructions, to be proficient in reading and writing in English and to be able to complete appropriate paperwork on a daily basis. 	AF		
Communication & Verbal skills	<ul style="list-style-type: none"> • To be able to speak and receive written instruction/information without risk of misunderstanding. • To communicate information effectively to hospital staff, patients and members of the general public using face to face communication and telephone communication for specific posts. 	I		
Physical Skills	<ul style="list-style-type: none"> • To be able to undertake the physical aspects/manual handling of the role, including, operation of equipment, movement of stock, standing for long periods of time 	Occupational Health		
Working Conditions	<ul style="list-style-type: none"> • Able to work in a hot environment, particularly during summer months. • To stand for prolonged periods of time. • To be able to work in a continuous chilled environment for specified posts. 	I		
Other	<ul style="list-style-type: none"> • Flexible Approach to hours and duties 	I		