



Person Specification

Job Title

Food Service Assistant

Qualifications



Desirable

- | | |
|---|---|
| 1. Level 2 Literacy and Numeracy | A |
| 1. NVQ Level 1 or 2 Food Preparation | A |
| 2. Basic Food Hygiene Certificate | A |
| 2. Level 1 Hospitality / customer service | A |

Key skills

Essential

- | | |
|---|-----|
| 1. Level of literacy at a standard to be able to follow written instructions and calculations | A/I |
| 2. Empathy with learners and citizens and skills / attitude to empower and inspire them to meet their potential | I |
| 3. Independence of action to ensure tasks are completed safe and effectively | I |
| 4. Excellent Communication skills and ability to work well within a team environment | I |
| 5. Good time management ability | I |

Desirable

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|--------------------|---|
| 1. Basic IT Skills | A |
|--------------------|---|

Experience

Essential

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|---|-----|
| 1. Experience of working in a catering environment, preferably food preparation and service | A/I |
| 2. Experience of working with varied client groups in various catering settings | A/I |
| 3. Experience of hospitality and catering function | A/I |

Knowledge

Desirable

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|--|-----|
| 1. Knowledge of COSHH, Food Safety and Health & Safety legislation | A/I |
| 2. Basic Health & Safety knowledge | A/I |
| 3. Safe moving & handling procedures | A/I |

Other personal requirements

Essential

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|---|---|
| 1. Willing to undertake training, qualifications and CPD activities | I |
| 2. Ability to work shifts and be flexible with working hours | I |
| 3. The post holder should be prepared to work flexibly to fulfil the duties and responsibilities of the post for both core business and catering functions in accordance with the needs of the College including a demand that the post holder commits to a fair and proportionate amount of paid functions work. | I |
| 4. Physically able to meet the demands of the post | I |



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✓ **How we intend to assess your match with our person specification**

A Application Form

C Assessment Centre

I Interview