

Person Specification

Post: Facilities Assistant (Catering) Band 2

| Attribute | Essential The qualities without which a post holder could not be appointed | Desirable Extra qualities which can be used to choose between candidates who meet all the essential criteria | How Assessed e.g. application form, interview, test, in-tray exercise etc |
|-----------------------------------|---|---|---|
| Education / Qualifications | <ul style="list-style-type: none"> NVQ 2 or equivalent experience | <ul style="list-style-type: none"> L2 Food Hygiene and Safety Catering qualification Customer service qualification | <ul style="list-style-type: none"> Application Form Certificate(s) Interview |
| Experience | <ul style="list-style-type: none"> Experience working in a customer care role Experience working in a team | <ul style="list-style-type: none"> Experience of working in a kitchen porter/assistant role | <ul style="list-style-type: none"> Application Form Interview |
| Knowledge | <ul style="list-style-type: none"> Knowledge of basic catering assistant tasks Knowledge of basic health and safety | <ul style="list-style-type: none"> Knowledge of food preparation, cooking and storage Knowledge of food safety and hygiene To be able to apply health and safety techniques in the workplace. Knowledge of HACCP principles | <ul style="list-style-type: none"> Application Form Interview |
| Skills and Abilities | <ul style="list-style-type: none"> Ability to follow set procedures and instructions accurately Good telephone manner Ability to prioritise workload and have effective time management and organisational skills Able to work as part of a team Ability to focus on own work Able to remain calm when dealing with emergencies | <ul style="list-style-type: none"> Good written communication skills. Good basic IT skills | <ul style="list-style-type: none"> Application Form Interview |

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| | <ul style="list-style-type: none"> • Punctual and reliable time-keeper • Good liaison and verbal communication skills. | | |
| Work Related Circumstances | <ul style="list-style-type: none"> • Work within a busy kitchen to deliver quality services to staff and service users together • Work on a rota which will include weekend working. • Use of a car or access to a means of mobility to travel across the Trust footprint in line with service needs • Willing to carry out all duties and responsibilities of the post in accordance with the Trust's Equal Opportunities and Equality and Diversity policies • Appointments to regulated and controlled activities require an enhanced DBS disclosure. | | <ul style="list-style-type: none"> • Application Form • Interview |

Drawn up by: Stephanie Rowe

Date: 10.08.23