

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 | • | 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 | • 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 | | |

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|--|--|---------------------|--|--|
| 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 | | |