



Person Specification – Catering Assistant /Cashier

Category	Essential	Desirable	Method of Assessment
Physical	<ul style="list-style-type: none"> Enjoys multi-tasking in a busy fast-changing environment 		Application Form
Qualifications	<ul style="list-style-type: none"> Basic literacy and numeracy skills 		Application Form
Experience	<ul style="list-style-type: none"> Ability to carry out general duties as detailed in the Job Description. 	<ul style="list-style-type: none"> Experience of operating electronic till/cashless system ensuring all transactions are recorded. Relevant experience of working within a catering team in a school environment would be advantageous. 	Application Form and Interview
Training	<ul style="list-style-type: none"> Ability to complete tasks in line with health and safety procedures Willingness to undertake COSHH and or relevant Health and Safety training, including food hygiene Training on till/cashless system if required 	<ul style="list-style-type: none"> Health & Safety training. COSHH training Food Hygiene training 	Application Form and Interview.
Special Knowledge		<ul style="list-style-type: none"> Report to the Catering Manager issues relating to debts and credits regarding dinner money. Experience of working in a catering environment is desirable. 	Application Form and Interview.
Disposition	<ul style="list-style-type: none"> Excellent time keeping Reliable. Be flexible to changing demands of the post. Enthusiasm and ability to use initiative Self-motivation, reliability, and hard-working nature. 		Interview

Practical and Intellectual Skills	<ul style="list-style-type: none"> • Ability to manage time effectively to complete tasks to a high level. • Must have high hygiene standards and a willingness to pay attention to detail. • Ability to prioritise work. • Able to work with minimum supervision. • Ability to work within a team • Able to communicate clearly, understand and follow instructions • Must be able to demonstrate the school's core values and in particular act with integrity and approach all duties in a professional manner. • Able to comply with Trust policies and procedures. 		
Legal Requirements	<ul style="list-style-type: none"> • Satisfactory Enhanced Disclosure and Barring Service Check. 		