



ST BENET BISCOP  
CATHOLIC ACADEMY

## Catering Assistant Person Specification

The Governors are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

### Knowledge and Qualifications

Essential	Desirable
<ul style="list-style-type: none"><li>No specific knowledge and experience are required but, if not already possessed, the Basic food hygiene certificate and City and Guilds Qualifications, described in the desirable column, must be achieved within, ideally, six months of commencement</li><li>Basic literacy and numeracy</li></ul>	<ul style="list-style-type: none"><li>Basic food hygiene certificate</li><li>Nationally recognised qualifications e.g., City &amp; Guilds 706/1, NVQ</li><li>Level 1 or 2 – Food preparation and cooking or equivalent</li><li>Trained in Manual Handling</li><li>Knowledge of full range of tasks together with the cooperation of associated tools and equipment</li><li>Knowledge of Health and Safety legislation relating to catering environment</li></ul>

### Experience

Essential	Desirable
<ul style="list-style-type: none"><li>No specific experience is necessary but the candidate must be capable of undertaking general duties, including basic food preparation, in a catering establishment</li></ul>	<ul style="list-style-type: none"><li>Relevant experience of working in a catering environment to include food preparation and cooking</li><li>Experience of general kitchen duties</li></ul>

### Skills and Competencies

Essential	Desirable
<ul style="list-style-type: none"><li>Manual skills associated with food preparation and cooking</li><li>Physical skills related to the work</li><li>A commitment to undertake job related training and personal development</li></ul>	<ul style="list-style-type: none"><li>Ability to organise self and to work without supervision</li><li>Customer care skills</li><li>IT skills or willingness to undertake IT training for cashless system</li></ul>



ST BENET BISCOP  
CATHOLIC ACADEMY

**Physical, mental and emotional demands**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Ability to work in a commercial kitchen environment</li><li>• Regular need to lift and carry items of a moderate weight</li><li>• Flexible approach to work times which may be subject to variation</li><li>• Flexible approach to nature of duties performed</li></ul>	

**Other**

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• A commitment to providing a quality service to customers</li><li>• A commitment to undertake job related training</li></ul>	<ul style="list-style-type: none"><li>• A commitment to continuous personal development</li><li>• Driving licence</li></ul>