

## Person Specification – Kitchen Assistant /Cashier

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

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