

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

	<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