



Person Specification for a Catering Manager at The John Wesley CEM Primary School

Technical Skills and Qualifications	<ul style="list-style-type: none"> • Craft skills qualification e.g. GNVQ Level 2 in Food Preparation and cooking or equivalent • Level 3 in Supervising Food safety • Level 2 in Allergen management • Level 2 in Health & Safety is desirable • Use of wide range of machinery/dangerous equipment e.g. combi-ovens, meat slicer etc. • Sufficient knowledge related to a range of catering activities in order to train, coach and/or mentor others • Competence with online procedures re ordering, reporting, management of handling/monitoring payment systems/meal numbers etc.
Operational Knowledge	<ul style="list-style-type: none"> • Knowledge across the breadth of activities covered by the kitchen e.g. dietary provision, use of equipment, etc • Knowledge of procedures or systems within the kitchen • Knowledge of all key processes and services within the kitchen
Planning and Organising	<ul style="list-style-type: none"> • Able to organise own and other's workloads in order to achieve the job outcomes • Knows how to identify changes required to work routines and act upon them in liaison with supervisors, clients and others as relevant • Organisation of the work of the kitchen or process as well as contribution to the cooking • Able to deal with everyday problems and to identify which problems should be referred to supervisor • Able to monitor job activities as required by the role
Teamwork	<ul style="list-style-type: none"> • Understands the principles of supervising, motivating and developing others and can motivate children and staff, team members, contractors and others as appropriate to the job • Understands how to delegate tasks to others in the team as well as leading by example • Knows and understands the disciplinary and grievance procedures
Communication	<ul style="list-style-type: none"> • Able to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse high stress situations, to ensure work is carried out in accordance with plans, etc) • Understands how to respond appropriately when faced with difficult situations or when handling enquiries and complaints • Understands customer care and able to apply the customer's needs to the development of the service
Money Skills	<ul style="list-style-type: none"> • Knows the budget(s) relevant to the job • Understands the elements of cost in an area or service • Understands costs and budget to ensure kitchen is financially viable • Able to communicate budget information to Headteacher/Deputy Headteacher
Health and Safety	<ul style="list-style-type: none"> • Understands and able to implement all health and safety policies relating to working environment and staff group • Able to promote a positive Health and Safety culture within the workplace
Equality	<ul style="list-style-type: none"> • Awareness of and compliance with equality policy, procedure and legislation • Able to apply these in the work area