**The Portal House School**

**JOB SPECIFICATION: Catering Manager**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Hold relevant qualifications at NVQ level 3 or equivalent. * Hold essential food hygiene qualifications * Willing to attend courses to improve knowledge |
| **EXPERIENCE** | * Has the ability to work under own initiative * Experience of menu planning * Experience of managing budgets * Supervisory and management experience |
| **SKILLS AND ABILITIES** | * Is a considerate and effective member of a team * Is able to adapt quickly to a variety of demands from other staff * Is an effective communicator * Is able to liaise with outside agencies |
| **KNOWLEDGE** | * Understands the nutritional food standards required in schools * Has practical experience and knowledge of working in a busy and demanding catering environment |