**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.

|  |  |
| --- | --- |
|  | **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
 |