

## Person Specification

<b>Job Title</b>	Senior Cook	<b>Team</b>	Canteen
<b>Salary Grade</b>	Grade 5	<b>Directorate</b>	Strategy and Performance
<b>Job Evaluation Reference No</b>	A11		

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment</b>
<b>Qualifications &amp; Training</b>			
City & Guilds 706/1/02 or equivalent.	✓		P D
Food Hygiene Certificate or equivalent.	✓		P D
<b>Experience</b>			
Experience in a formal catering role.	✓		A & I
Experience of working in a customer focused environment.	✓		A & I
Experience of handling cash and other payment methods.	✓		A & I
Experience of online ordering of goods and services via external suppliers.	✓		A & I
Experience of supervising staff.	✓		A & I
Experience of working on community based cooking and healthy eating initiatives.		✓	A & I
<b>Skills</b>			
Technical competence in cooking.	✓		A & I
Computer skills – ability to complete on online ordering and emails		✓	A & I
Good presentation skills.	✓		A & I
Good communication and interpersonal skills.	✓		A & I
Ability to organise time and work to strict deadlines.	✓		A & I
Ability to use own initiative.	✓		A & I
<b>Work Related Circumstances</b>			
Hours of work Monday – Friday between the hours of 7am – 3pm, with requirement to undertake occasional weekend and evening work.	✓		A & I
Requirement to be flexible to work across 2 sites, the Training & Development Academy and Service Headquarters.	✓		A & I
Clean and tidy appearance.	✓		I

Key to assessment methods: A – Application form, I – Interview, P D - Produce Documentation

**Date person specification prepared / revised: June 2024**

**Prepared / revised by: N. McNevin**

