



Wyken Croft  
Primary School

## Person Specification

1234567

## Person Specification

<b>Job Title:</b>	Catering Assistant (1)	<b>Job Number:</b>	C6419D
<b>Directorate:</b>	Coventry City Council	<b>Post Number:</b>	Various
<b>Location</b>	Wyken Croft Primary School	<b>Grade:</b>	Grade 1
<b>Location:</b>			

Area	Description	Criteria will be measured by:
------	-------------	-------------------------------

<b>Knowledge:</b>	Preferably knowledge of working in a commercial kitchen	Application

<b>Skills and Abilities:</b>	• Able to communicate face to face with all customers in a courteous and polite manner.	Interview
	• Able to undertake simple catering, cleaning and food preparation duties.	Interview
	• Able to stand for periods of time during the duration of the shift and to lift heavy items such as chairs, tables and large cooking pots etc. on a regular daily basis.	Interview / medical clearance
	• Able to work in a hot and busy environment.	Interview
	• Able to work additional hours if required.	Application / interview
	• Able to adhere to City Council's Equal Opportunities policy.	Interview
	• Able to work as part of a team, in order to ensure that tasks are completed.	Interview
	• Able to undertake training to understand the importance of health and safety; good personal hygiene and how to serve food and beverages in the kitchen environment.	Interview
	• Willing to undertake further training to provide cover for the cook if and when required.	Interview

<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of basic food handling in either a working or non-working environment.</li> </ul>	Application/ Interview

<b>Educational:</b>	Must either have or be willing to take Food Hygiene Level 2 Certificate	Application
	Must either have or be willing to take Emergency First Aid	

<b>Special Requirements:</b>		

**Date Reviewed:** October 2021

**Updated:** October 2021