

## Person Specification



Coventry City Council

## 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                     |

|  |                                                                                                                                             |           |
|--|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|  | <ul style="list-style-type: none"><li>• Willing to undertake further training to provide cover for the cook if and when required.</li></ul> | Interview |
|--|---------------------------------------------------------------------------------------------------------------------------------------------|-----------|

|                    |                                                                                                                 |                           |
|--------------------|-----------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>Experience:</b> | <ul style="list-style-type: none"> <li>Experience of basic food handling in a commercial environment</li> </ul> | Application/<br>Interview |
|                    |                                                                                                                 |                           |

|                     |                                                                                                                                                                                              |             |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>Educational:</b> | Must either have or be willing to take Food Hygiene Level 2 Certificate<br>Must either have or be willing to take Emergency First Aid<br>Must have or be willing to take Allergens training. | Application |
|                     |                                                                                                                                                                                              |             |

|                              |  |  |
|------------------------------|--|--|
| <b>Special Requirements:</b> |  |  |
|                              |  |  |

**Date Reviewed:**     October 2026

**Updated:**             October 2026