

## Person Specification Catering Assistant (Events)

SECTION	CRITERIA
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic Food Hygiene</li> </ul>
<b>Skills, Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge &amp; understanding of Health &amp; Safety issues, particularly related to food hygiene;</li> <li>• Knowledge of general catering operations;</li> <li>• Experience of providing food that is of good quality, paying attention to detail, presentation and providing good service;</li> <li>• Understanding of stock and portion control;</li> <li>• Ability to work on own initiative, showing creativeness;</li> <li>• Ability to produce and present good quality food;</li> <li>• Ability to deliver excellent customer service;</li> <li>• Ability to work as a member of a team;</li> <li>• Ability to communicate with a wide range of people including staff, volunteers, persons on work experience programmes and members of the public;</li> <li>• Ability to work under pressure to meet deadlines.</li> </ul>
Key Responsibilities of Role	
<ul style="list-style-type: none"> <li>• To assist in the preparation and serving of food at events within the Centre</li> <li>• Produce food in accordance with operational and statutory requirements</li> <li>• Working with the rest of the team to deliver the highest level of customer and staff satisfaction</li> </ul>	

## Working Relationships

### **Key Internal working relationships are with:**

- Senior Managers
- Assistant Directors and Executive
- Operational Teams across the Group
- Colleagues and service users

### **Key External working relationships are with:**

- Third party suppliers
- Partners / Agencies
- Contractors – providing agreed services on the Group's behalf