

**Person Specification**



*Making every day count since 1988*

<b>Post Title:</b>	<b>Catering Coordinator</b>	<b>Grade:</b>	<b>Department : Operations</b>	
<b>Criteria relevant to the job</b>	<b>Essential</b> Requirements necessary for safe and effective performance in the job	<b>Method of Assessment</b>	<b>Desirable</b> Where available, elements that contribute to improved/immediate performance in the job	<b>Method of Assessment</b>
Qualifications and Training	General standard of education including literacy and numeracy  Job related training  NVQ level 3 in catering  Food hygiene certificate	Application form	First Aid	

Experience	<p>Experience of planning menus and ordering provisions within agreed budget allocation</p> <p>Experience of coordinating a commercial kitchen</p>	Application form	<p>Experience of cooking for special dietary requirements</p> <p>Experience of cooking for small buffets</p>	
Skills and Knowledge	<p>Ability to work unsupervised and to provide nutritious, well presented home cooked meals of good quality to meet clients needs</p> <p>Knowledge of Environmental Health regulations</p> <p>Knowledge of COSHH</p> <p>Good organisational skills and ability to work to timeframes</p>	<p>Application form</p> <p>Interview</p>	<p>Motivational skills</p> <p>Supervisory skills</p> <p>Knowledge of allergens</p>	

<p>Personal Attributes</p>	<p>Ability to form good working relationships with other staff and volunteers</p> <p>Ability to work on their own and as part of a team</p> <p>Effective verbal and written communication skills with staff and volunteers at all levels</p> <p>Able to evidence behaviour consistent with the Hospice values of professionalism, choice, integrity and reputation</p>	<p>Interview</p>		
<p>Special Requirements</p>	<p>Prepared to work weekends and Bank Holidays</p> <p>Prepared to undertake relief work for holidays and sickness</p>	<p>Interview</p>		

**Signature of Post holder:**

**Date:**

**Signature of Manager:**

**Date:**