

# Person Specification

Post Title	Catering Assistant	Grade 1	Department	Guest Services
<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	literacy and numeracy  Food hygiene certificate	Interview	NVQ level 2	Application form
Experience	Experience of the working practices of a commercial kitchen	Application form	Experience of cooking for special dietary requirements	Interview
Skills and Knowledge	Knowledge of Environmental Health regulations.  Knowledge of COSHH  On occasion required to work on own	Application form  Interview		

<p>Personal Attributes</p>	<p>Ability to form good working relationships with other staff and volunteers</p> <p>Effective verbal and written communication skills with staff and volunteers at all levels</p> <p>Team player</p> <p>Able to evidence behaviour consistent with the Hospice values</p>	<p>Interview</p>		
<p>Special Requirements</p>	<p>Proven ability to carry out instructions</p> <p>Be prepared to work weekends and Bank Holidays</p> <p>Be prepared to undertake relief work for holidays and sickness</p>	<p>Interview</p>		

**Signature of Post holder:**

**Date:**

**Signature of Manager:**

**Date:**

