



St Cuthbert's Hospice

Making every day count since 1988

Person Specification

Post Title	Catering Assistant	Grade 1	Department	Guest Services
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
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:

