Person Specification

St Cuthbert's Hospice

Making every day count since 1988

Post Title:	**Bank/Casual Catering Coordinator**	**Grade:**	**2**	**Department :**	**Operations**
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	General standard of education including literacy and numeracy Job related training NVQ level 3 in catering Food hygiene certificate	Application form	First Aid		

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

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

Signature of Post holder: **Date:**

Signature of Manager: **Date:**