



Personal Specification

Catering Manager

EDUCATION/QUALIFICATIONS	Essential	Desirable
CGLI 706/1 & 2 or NVQ Level 2 Professional Cookery	~	
Level 2 accredited Food Safety certificate Chef Relevant catering qualifications to at least NVQ Level 3	~	
Level 3 accredited hygiene certificate	~	
First Aid qualification		~
Literacy skills to include reading and writing, the completion of basic forms and the ability to complete pricing calculations	~	
KNOWLEDGE/EXPERIENCE		
Proven experience of managing a high volume quality commercial kitchen operation, eg hotel/events catering as Chef or Assistant	~	
Experience of leadership and staff supervision	~	
Experience of working in an industrial kitchen		~
Experience of delivering training and assessment of trainees		~
Wide and varied culinary knowledge and production	~	
Knowledge of legislative requirements relating to the catering industry	~	
Strong customer focus	~	
Flexible approach to work	~	
Understand and implement child protection procedures	~	
SKILLS, BEHAVIOURS AND QUALITIES		
Ability to write menus and reports	~	
Good IT skills		~

Good listening skills and an ability to communicate clearly with children and adults	~	
Ability to build open and honest relationships	~	
Work effectively as part of a team	~	
Ability to provide timely and accurate information	~	
Ability to manage own time effectively	~	
Demonstrate creativity and an ability to resolve problems independently, have good organisational skills	~	
Demonstrate a commitment to equality	~	
Be prepared to develop and learn in the role	V	
PERSONAL QUALITIES		
Proactive approach		~
Understand and support the differences in children and adults and respond appropriately	~	
Knowledge of own position within a team environment and the boundaries which apply		~