



PERSON SPECIFICATION

CATERING: COOK SUPERVISOR

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of the preparation, cooking and service of food and beverages to the required standard (E) Experience of deputising for the Catering Manager (D) Experience of supervision of kitchen staff (E) Good communication skills (E) Educated to NVQ level 2 or equivalent in English and Maths (E) Knowledge of allergens and Natashas Law (D) Food Hygiene Level 2 (D)
	Knowledge of relevant policies and procedures	Knowledge of health and safety, and food hygiene regulations (E) Understanding of the operation of a school (E) Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations (E)
	Technology	Ability to use kitchen and cleaning equipment and supervise others when required (E) Good IT skills (D)
Communication	Written	To assist the Catering Manager with the preparation of menu plans, to complete forms as required
	Verbal	Ability to exchange verbal information clearly with students and adults
	Languages	Use initiative to overcome communication barriers with children and adults
	Negotiating	Consult with colleagues

Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school
	Child Development	Understanding of the way in which children develop
	Health & Wellbeing	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Teamwork	Ability to work effectively with others in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	To supervise other kitchen staff during mealtimes
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Ability to follow sound hygiene practices
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

