

THE COURTYARD TRADING COMPANY LTD

Person Specification

Post: Casual Bar & Catering Assistant

Department: Trading Co

Personal Skills Characteristics	Essential	Desirable	Method of Assessment	Shortlisting Criteria
1. <u>Experience</u>				
Experience of working in a busy bar/catering environment		✓	AF/I/R	
Experience of working in a customer focused environment		✓	AF/I/R	
2. <u>Qualifications and Training</u>				
Numerate and literate to GSCE level or equivalent	✓		AF/CQ	✓
Catering qualification		✓	AF/CQ	
Basic food hygiene		✓	AF/CQ	
Customer care qualification		✓		
3. <u>Special Skills Knowledge</u>				
Knowledge of Health / Safety and Food Hygiene		✓	AF/I	
4. <u>Personal Qualities</u>				
Ability to work on own initiative	✓		I/R	
Ability to work as part of a team	✓		I	
Ability to work to deadlines	✓		I	
Good communication skills	✓		I/R	
An interest in working in an arts environment		✓	I	
An ability to work under pressure	✓		I/R	
Of smart personal appearance	✓			
5. <u>Personal Circumstances</u>				
Able to work flexible hours	✓		I	✓
Honest	✓		R	
Reliable	✓		R	

6. <u>Physical Requirements</u>				
Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		I/R	✓

Key: AF – application form, I – interview, CQ – certificate of qualification, R - references

This specification has been prepared in accordance with the requirements of The Courtyard's Equal Opportunities in Employment Policy.

Specification completed by **MEL LANGFORD**

Designation **ADMINISTRATOR**

Date **SEPTEMBER 2015**