

**THE COURTYARD TRADING COMPANY LTD**  
**(COURTYARD FOOD AND DRINK)**  
**Person Specification**

Post: Catering Assistant (casual)

Department: Trading Company

Personal Skills Characteristics	Essential	Desirable	Method of Assessment	Shortlisting Criteria
<b>1. <u>Experience</u></b>				
Experience of food preparation	√			√
Experience of working in a busy kitchen environment		√	AF/I/R	
<b>2. <u>Qualifications and Training</u></b>				
Numerate & literate to GCSE level or equivalent	√		AF/CQ	√
Basic Food Hygiene		√	AF/CQ	
<b>3. <u>Special Skills Knowledge</u></b>				
Knowledge of Health/Safety and Food Hygiene		√	AF/I	
<b>4. <u>Personal Qualities</u></b>				
Good standard of personal hygiene	√		R	
Ability to work on own initiative and sometimes unsupervised	√		I/R	
Ability to work as part of a team	√		I/R	
An ability to work under pressure	√		I/R	
<b>5. <u>Personal Circumstances</u></b>				
Able to work flexible hours	√		I	
Honest	√		R	
Reliable	√		R	
<b>6. <u>Physical Requirements</u></b>				
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

**ALEX GREEN**

Designation

**GENERAL MANAGER**

Date

**SEPTEMBER 2016**