

# THE COURTYARD TRADING CO LTD

## Person Specification

Post: Head Chef

Department: Courtyard Food and Drink

Personal Skills & Characteristics	Essential	Desirable	Method of Assessment)	Shortlisting Criteria
<b>1. <u>Experience</u></b>				
Proven experience of cooking to a high level in a busy kitchen environment or equivalent	√		CV/I	√
Experience of leading and managing colleagues in a kitchen environment	√		CV/I	√
Experience of creating varied menu offerings, including inception of new dishes	√		I	√
Experience of at least one relevant specialism (eg pastry or baker)		√	CV/I	√
<b>2. <u>Qualifications and Training</u></b>				
Numerate and literate to GCSE level or equivalent	√		CV/CQ	√
Formal catering qualification	√		CV/CQ	√
Basic Food Hygiene Certificate (Level 2)	√		CVCQ	
<b>3. <u>Special Skills and Knowledge</u></b>				
Knowledge of Health / Safety and Food Hygiene	√		CV/I	√
Knowledge of Safer Food, Better Business	√		I	
Computer and keyboard literate, comfortable with Microsoft Office, and able to pick up software programmes such as Spektrix and Artifax, and use them effectively	√		CV/I	√
An understanding of the need to promote and market all food offers	√		I	
Knowledge of budget setting	√		CV/I	√
Knowledge of stock ordering/control	√		CV/I	√
Ability to manage staff effectively	√		I	
Knowledge of the arts sector		√	CV/I	√
<b>4. <u>Personal Qualities</u></b>				
Ability to work on own initiative	√		I/R	
Ability to work as part of a team, within the kitchen, with the bar and the wider Courtyard team	√		I/R	
Ability to work to deadlines	√		I/R	

Personal Skills & Characteristics	Essential	Desirable	Method of Assessment)	Shortlisting Criteria
Good communication skills	√		I/R	
Ability to lead and inspire a kitchen team	√		I/R	
An ability to work calmly under pressure	√		I/R	
Ability to remain calm, confident and decisive in an emergency situation	√		I	
A strong desire to succeed and enthusiasm for all aspects of the role	√		I	
An ability to innovate	√		I	
An understanding that 'the customer is king', responding to customer complaints and suggestions in a positive manner	√		I/R	
A can-do attitude and the ability to respond proactively to changing circumstances and customer demands	√		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: CV – Curriculum Vitae, 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: **Ian Archer**

Designation: **Chief Executive**

Date: **September 2021**