

# THE COURTYARD TRADING CO LTD

## Person Specification

Post: Sous Chef

Department: Catering

Personal Skills Characteristics	Essential	Desirable	Method of Assessment)	Short-listing Criteria
<b>1. <u>Experience</u></b>				
Experience of cooking in a busy kitchen environment or equivalent	✓		AF/I/R	✓
Experience of at least one relevant specialism (eg pastry or baker)		✓	I	
<b>2. <u>Qualifications and Training</u></b>				
Numerate and literate to GCSE level or equivalent		✓	AF/CQ	✓
Formal catering qualification		✓	AF/CQ	
Basic Food Hygiene Certificate (Level 2)		✓	AF/CQ	
<b>3. <u>Special Skills knowledge</u></b>				
Knowledge of Health / Safety and Food Hygiene	✓		AF/I	✓
Knowledge of Safer Food, Better Business	✓		I	
<b>4. <u>Personal Qualities</u></b>				
Ability to work on own initiative	✓		I//R	
Work as part of a team	✓		I	
Ability to work to deadlines	✓		I	
Good communication skills	✓		I/R	
Ability to lead and inspire a kitchen team	✓		I	
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: **Feb 2018**