

THE COURTYARD TRADING CO. LTD

Person Specification

Post: Catering Assistant/KP

Department: Kitchen

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

JAN 2022