



Person Specification Catering Manager

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> The ability to plan menus which meet the requirements of statutory Nutritional Standards within budget available, including special diets The ability to prepare, cook and serve a variety of healthy and balanced meals in bulk Experience of using a wide range of office equipment and ICT software, information systems in a catering environment. Experience of managing a Catering Department. A high level of accuracy with written and spoken English, including the correct use of spelling, grammar and punctuation 	<ul style="list-style-type: none"> 4 A*-C grades at GCSE including at least C grade in English and Mathematics; Experience of Managing a Catering Department <ul style="list-style-type: none"> NVQ Level 3 or above in Hospitality Management or willing to work to achieve Level 3 or above food hygiene certificate or willingness to work towards 	Application form
Skills & Knowledge	<ul style="list-style-type: none"> Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities. ICT skills including knowledge of Microsoft Excel, Word, Power Point and Access. Excellent telephone manner Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines. Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues. Ability to build effective working relationships with a wide variety of individuals. Proven high communication skills, oral and written in order to produce detailed reports and memos. Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote good relationships within and outside the school. Embrace responsibility for identifying sound and effective solutions to a variety of different problems. The ability to manage time effectively, plan ahead, and organise kitchen tasks efficiently The capacity to troubleshoot and handle unexpected issues in a fast-paced kitchen environment. 		Letter, references & selection process



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	<ul style="list-style-type: none"> • Flexibility to accommodate dietary needs, changing circumstances, and new menu ideas. • Demonstrates an attention to details and an ability to stick at routine tasks. • Ability to set up and develop administrative systems, for checking, monitoring data, budgets and job evaluations and the ability to use information technology to a high degree of expertise. 		
Personal qualities and skills	<ul style="list-style-type: none"> • Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm • High level skills of communication, time management and prioritisation • Excellent interpersonal skills and organisational skills • Ability to support and challenge • Ability to inspire, motivate and influence others • Professional demeanour, good inter-personal skills and ability to deal with various members of public and senior management. • A genuine interest in cooking and a commitment to providing high-quality, healthy meals for children. • The ability to act on one's own initiative to deal with problems that arise. • A focus on quality, safety and presentation in all aspects of the role. 	<ul style="list-style-type: none"> • Ability to ask for help if required • Concern for the welfare of the school community 	Letter, references & selection process
Special Requirements	<ul style="list-style-type: none"> • Excellent punctuality and attendance record 		References & selection process