



Person Specification: Catering Assistant

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> Recognised catering qualifications 	<ul style="list-style-type: none"> Good standard in literacy and numeracy Food hygiene and safety training and certification First aid qualification Experience of working in a school environment 	Application form
Skills & Knowledge	<ul style="list-style-type: none"> Knowledge and experience of catering facilities health and safety compliance and legal requirements Ability to use basic catering equipment Experience of cleaning down catering areas and equipment Ability to carry out work under minimal supervision Good organising and prioritising skills Ability to adhere to working procedures and policies within the school environment A friendly manner and approach to dealing with students and staff Ability to establish and maintain effective working relationships with colleagues and to be a good team member Ability to address challenges with enthusiasm Ability to undertake some moderately strenuous duties (e.g. standing for long periods and lifting) Ability to follow both written and oral instructions Displays commitment to the protection and safeguarding of children Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities An appreciation of the importance of the Data Protection Act and GDPR within the role 	<ul style="list-style-type: none"> Experience in a similar role Experience of front of house customer food and beverage service (e.g. operating tills) Experience of preparing a range of foods from specific menus 	Letter, references & selection process



The Avon Valley School and Performing Arts College

Personal qualities and skills	<ul style="list-style-type: none">• A flexible attitude towards the role, duties and hours• Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm• Self-motivated and hardworking• Reliable and trustworthy• Good communication (oral and written) and time management skills• Excellent interpersonal skills and professional demeanour• Seek advice and support when necessary• Excellent punctuality and attendance record	<ul style="list-style-type: none">• Concern for the welfare of the school community.	Letter, references & selection process
--	--	--	--