

## PERSONAL SPECIFICATION

### Catering Assistant

CRITERIA	E	D	METHOD OF ASSESSMENT
<b>Qualifications</b>			
1. Basic Food Hygiene	*		Certificate
<b>Experience</b>			
1. Previous experience of catering` in a healthcare setting		*	Application form and/or interview
2. Previous experience of catering in a hotel environment		*	Application form and/or interview
<b>Personal Attributes &amp; Behaviours</b>			
1. Smart, tidy and clean.	*		Interview
2. Pleasant and approachable.	*		Interview
3. Conscientious and committed to providing a high quality service.	*		Application and/or interview
4. Able to deal calmly with stressful situations.	*		Interview
5. Enjoy cleaning.		*	Application and/or interview

Knowledge, Skills & Abilities			
1. Able to work well in a team.	*		Application and/or interview.
2. Able to communicate well verbally.	*		Interview.
3. Able to follow instructions and also use own initiative.	*		Application and/or interview.
4. Able to effectively prioritise workload.	*		Application and/or interview.
5. Basic computer skills.		*	Application and/or interview.