

PERSON SPECIFICATION – CATERING & EVENTS LEAD

| Criteria | Requirements | Essential / Desirable |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience | <ul style="list-style-type: none"> • Minimum 2 years previous supervisory experience in the hospitality or similar industry • Customer service experience • Cash handling and till operation experience • Strong and demonstrable experience in providing first class customer care. • Supervising / Management staff • Managing budgets, and controlling stock and income. | Essential Essential Essential Essential Essential Essential |
| Knowledge | <ul style="list-style-type: none"> • Understanding of health and safety practices. • Principles of food hygiene and storage. • A knowledge of portion, stock control and food cost control. • Good all round catering knowledge. • Use of all types of catering equipment. • Checking and receipt of goods • Knowledge of, and commitment to, the principles and practices of Equality and Diversity. | Essential Essential Essential Essential Essential Essential Essential |
| Skills | <ul style="list-style-type: none"> • Good customer liaison skills. • Good communication skills both written and oral. • Flexible approach. • Excellent cookery preparation and presentation skills. • Creative culinary skills and produce efficiencies • The ability to lead and motivate a team • The ability to work on your own initiative • Excellent verbal communication skills • Ability to work well under pressure • Effective decision making skills • Flexible attitude to working hours. • Ability to delegate • Ability to prioritise and organise both own and others workloads. | Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential |
| Attainments/ Qualifications | <ul style="list-style-type: none"> • City & Guilds Level 1 and 2 or in Food Safety or equivalent qualification preferred • Intermediate Food Hygiene Certificate | Essential Desirable |
| Other Job Requirements | <ul style="list-style-type: none"> • Flexible in approach and willing to work unsocial hours when required. • Motivated, enthusiastic and committed with a 'can do' attitude • Participate in training and development opportunities. | Essential Essential Desirable |