

Great Academy Ashton - Person Specification – Deputy Catering Manager

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
1. Educational Standard/Qualifications		
Hospitality and Catering qualification (BTEC equivalent) or extensive evidential experience within the catering industry.	Essential	Application form and evidence of qualification
High level of numeracy and literacy	Essential	Application form and evidence of qualification
Maths & English GCSE Grade C or above (or equivalent)	Desirable	As above
2. Experience		
Experienced of working in catering industry	Essential	Application form / Interview
Experience of devising menus and recipes for young people	Essential	Application form / Interview
Experience of working in a customer care focused environment	Essential	Application form / Interview
Experience of managing staff	Essential	Application form / Interview
Experience of working with and monitoring budgets	Desirable	Application form / Interview
3. Personal Qualities / Skills		
A polite and friendly manner with excellent customer service skills	Essential	Application form/Interview
Effective written and verbal communication skills	Essential	Application form /Interview
Ability to use ICT effectively	Essential	Application form /Interview
Ability to maintain accurate records	Essential	Application form /Interview
Ability to plan and prioritise a busy workload	Essential	Application form/Interview
Ability to work flexibly, coping with conflicting demands	Essential	Application form/Interview
Ability to work to strict deadlines	Essential	Application form/Interview
Ability to maintain all necessary confidentiality	Essential	Application form/Interview
Ability to work independently on own initiative and as part of a team, referring to line manager as appropriate	Essential	Application form/Interview
4. Knowledge		
Detailed knowledge of catering procedures and systems	Essential	Application form /Interview
5. Commitment and Behaviours		
Commitment to the Academy ethos	Essential	Interview
Commitment to equal opportunities, inclusion & Health & Safety policies	Essential	Interview

