



Person Specification

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job Title	Kitchen Assistant
Grade	3
Directorate	People
Service	School Meals

Criteria

Experience		
Working knowledge of electronic cash registers (where applicable)	A/I	D
Previous catering experience	A/I	D
Working as part of a team	A/I	E
Basic food preparation	A/I	E

Skills and Abilities		
Ability to communicate at all levels with both customers and colleagues.	A/I	E
Necessity to work as part of a team.	A/I	E
Ability to order, control and rotate stocks.	A/I	E
Basic reading, writing and arithmetic skills	A/I	E

Education, Qualifications and Knowledge		
Basic Food Hygiene Certificate	A/C/I	D
Ability to be trained in the operation of catering equipment / machinery	A/I	

Other Requirements		
Smart appearance	I	E
The ability to use one's initiative	A/I	E
Trustworthy and reliable	A	
Punctuality	I	E
Conscientious and dedicated	A/I	E

Commitment To Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity within the context of the relevant service.	A/I	E

Commitment To Service Delivery / Customer Care		
Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery.	A/I	E

Climate and Sustainability		
Holds a Carbon Literacy Certificate (or related qualification), or willing to undertake Carbon Literacy related training, in support of the council's climate and sustainability objectives.	A/I	E

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements

The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Paul Fowler
Role	School Meals Business Manager
Date	18/08/25