



## **Person Specification**

JOB TITLE:

Kitchen Assistant

POST NO:

GRADE:

Grade 2

**DEPARTMENT:** Children's Services

DIVISION:

Clare Lodge Secure Children's Home

DIRECTOR:

Wendy Ogle-Welbourne

DATE:

14 May 2013

**COMPLETED BY:** Steve McFaden

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Working knowledge of food hygiene and good kitchen practice.	
	Working knowledge of food preparation and cooking techniques.	
	Knowledge of nutrition and the provision of a balanced diet.	
	Knowledge of the operation of cleaning equipment, Health and Safety legislation and COSHH Regulations.	
SKILLS AND ATTRIBUTES	Ability to assess risk and proactively take avoidance action to ensure your own and others safety. Ability to apply related legislation.	
	Ability to work without compromising security and / or safety.	
	Sufficient mobility to lift and carry items.	
	Knowledge of ordering / payment systems, quality control and tracking	
	Ability to communicate with challenging young people showing an understanding of their needs and difficulties.	
EXPERIENCE	Previous experience in the catering industry.	
QUALIFICATIONS	Basic Food Hygiene	
	NVQ or relevant Catering Experience.	

PERSONAL CIRCUMSTANCES	Ability to perform all duties and tasks with reasonable adjustment where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995.	
	Non smoker at work.	
	Interest in the work of the Home and Department.	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities.	
CUSTOMER CARE	Knowledge and understanding of effective customer care.	