



Co-op Academy
North Manchester

Person Specification – Catering Assistant			
		Essential	Desirable
Qualifications and Experience	Catering / Cooking qualifications, Level 1/2 Catering. Basic food Hygiene certificate, 1 day course HACCP, 1 day course Allergen awareness		√
	Health and Safety qualifications		√
	First aid in the workplace		√
Knowledge and Skills:	Understands the role to perform duties effectively and efficiently. Appreciates the need to support and respect equalities and principles,. Able to confidently answer questions on areas of responsibility. Understands the impact of own work on others		√
	A Proven track record in the Catering field. Training and experience in catering operations	√	
	High level of interpersonal and communication skills. Ability to work closely with customers, staff, pupils, parents and other stakeholders	√	
	Customer service skills including friendly, outgoing personality with an understanding of customer service	√	
	Ability to communicate effectively. Able to work with the minimum of supervision. Ability to work precisely and effectively under pressure and to deadlines and have a strong sense of purpose	√	
	Excellent record of health and attendance	√	
	Basic understanding of health and safety requirements, COSHH, PPE, first aid		√
Personal Attributes:	Reliable, responsible and trustworthy	√	
	Holds high expectations of themselves and others	√	
	Committed to professional development	√	
	Excellent time keeper	√	
	Ability to work flexibly to meet the needs of the client base and wider Academy	√	
	A positive disposition, calm, conscientious, a good listener and enthusiastic	√	