Person Specification for the Post of:

Lunchtime Organiser

Attributes	Essential	Desirable
Qualifications & Training	• Qualifications showing a good standard of basic literacy and numeracy; • Right to work in the UK.	• A Level 2 Qualification in Food Safety in Catering, or the ability to attain it; • A Health and Safety qualification.
Knowledge, Skills and Experience	• Experience of working in a busy catering environment • Be an effective communicator – actively listen, convey ideas and information clearly and with effective verbal and written communication skills; • Be able to read and follow guidelines and instructions; • Can use own initiative and work with minimal supervision; • Experience of managing student behaviour at busy times • Experience of working in a student facing role • Knowledge of safe working practices in relation to working in a commercial kitchen.	• Previous experience of working in a school kitchen; • Knowledge of Health and safety legislation as it applies to the kitchen environment and colleagues; • Awareness of manual handling best practice; • Previous experience of cleaning;
Personal Attributes	• Physically strong so as to comfortably manage the physical aspects of the role, eg lifting, stacking, sweeping, mopping, washing up, etc; • An excellent team player, helpful, friendly and flexible; • Ability to establish positive relationships with a wide range of people; • Excellent organisational skills and ability to work in a methodical manner; • Supportive of the school's excellent staff attendance and punctuality record; • Display and maintain a high standard of personal hygiene; • Honesty and integrity.	
Other	• Commitment to equality of opportunity and the safeguarding and welfare of all students; • Committed to promoting the ethos of the school; • Commitment to own Continuing Professional Development and progression; • Willingness to undertake training; • This post is subject to an enhanced Disclosure and Barring Service check.	• Ability to attend out of set hours occasionally