



Employee Specification Form

Post Number	
Job Title	Facilities (Cook in charge) Band E
Department	Foxfield School
Prepared by and date	B. McBride

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> National Qualification Level 3 in Catering (or equivalent) 	Application	<ul style="list-style-type: none"> First Aid Qualification Safeguarding 	Application
Experience <ul style="list-style-type: none"> Working in accordance with set procedures Resolving problems in relation to supplies, staff, and pupil requirements 	Application, Interview & References	<ul style="list-style-type: none"> Responding to equipment breakdown or supplier issues Supervisory experience 	Application, Interview & References
Knowledge and skills <ul style="list-style-type: none"> Knowledge of a range of techniques, procedures and practises for preparing, cooking and serving food and menu planning Understanding of relevant hygiene requirements Knowledge of health and safety issues Good communication and interpersonal skills Negotiation and persuasive skills used with food suppliers Operating kitchen equipment (including knives) 	Application, Interview & References	<ul style="list-style-type: none"> Training and motivating catering staff Budgeting Experience of working with pupils with complex, severe or profound and multiple learning difficulties Knowledge of blended diets Experience in Makaton and/or BSL 	Application, Interview & References
Special Requirements <ul style="list-style-type: none"> Ability to use initiative Standing for periods of time Carrying weights, such as saucepans and food containers Ongoing considerable effort required Exposure to noise, heat and food smells 	Application, Interview & References	<ul style="list-style-type: none"> Ability and willingness to attend training courses when required to do so 	Application, Interview & References