



Kitchen Assistant - Person Specification

| JOB REQUIREMENT | | Essential | Preferred | * How assessed |
|--|---|-----------|-----------|----------------|
| Qualifications, knowledge and experience | A basic level of numeracy and literacy with the ability to understand and carry out instructions and adhere to policies and working procedures | √ | | A & I |
| | Food Hygiene and Safety (L2) or willingness to undertake | √ | | A & I |
| | A basic knowledge of food hygiene, handling and storage requirements | √ | | A & I |
| | Previous experience of preparing food, preferably in a professional kitchen/catering environment | √ | | A & I |
| Personal and interpersonal | Supporting & Co-operating – Working with people Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight | √ | | I |
| | Organising & Executing – Delivering Results & Meeting Customer Expectations Focuses on customer needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals | √ | | I |
| | Organising & Executing – Following Instructions and Procedures Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role | √ | | I |
| | Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience | √ | | I |
| Child Protection | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ | | I |
| | Enhanced DBS disclosure <i>(to be completed by preferred candidate following interview).</i> | √ | | C |
| | Willingness to undertake safeguarding training when required. | √ | | I |

* A = application, C = clearances, I = interview, T = task