



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
	Food Hygiene and Safety at Level 2 (or willingness to undertake)	√		A & I
	A basic knowledge of food hygiene, handling and storage requirements	√		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; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	√		I
	Organising and 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; maintains a positive outlook at work; handles feedback well and learns from it.	√		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	√		A & 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