

## Personal profile

This lists the essential and desirable requirements needed to do the job.

Job Title: Catering Assistant

AREA	CRITERIA	HOW TESTED	
Knowledge & Experience	City & Guilds 706/1 and 706/2 or level 2 diploma in Professional Cookery.	Certification/ Application	D
	Demonstrable experience of catering skills from either Residential or Care Home setting, home cooking skills	Interview	E
Planning and organisation of work	Ability to prioritise own workload and work to set deadlines.	Interview	E
	Ability to proactively work with minimal supervision.	Interview	E
	Ability to work in a team environment, supporting colleagues as required.	Application form/ interview	E
Communication	Good verbal communication skills, ability to liaise with patients and relatives in a polite manner.	Interview	E
Service delivery	Ability to respond promptly to enquiries and produce timely and appropriate service.	Interview	E
	Ability to keep accurate and sufficient records as required.	Interview	E
Physical Requirements	Evidence the ability to work in a hot environment, which can be physically demanding with lifting and other physical tasks required.	Interview	E
Other	Demonstrate a willingness to participate in delivery of organisational activities.	Application/Interview	E
	Ability to work flexibly across multi-sites.	Application/Interview	D

E: Essential D: Desirable