

## PERSON SPECIFICATION

**PROJECT:** Day Opportunities

**JOB TITLE:** Cook

## CRITERIA

### Experience:

1. Ability to cater for medium – large numbers of people
2. Used to ordering and maintaining stock levels within budget
3. Working to food hygiene standards
4. Able to provide nutritious ,healthy meals with specific dietary needs
5. Communication with the general public, particularly older people
6. Skills to develop & expand the service options
7. Ability to prioritise work load

### Skills and abilities:

8. Patience and perseverance
9. Communication and interpersonal skills
10. A confident and encouraging telephone manner
11. Creativity and time management skills
12. Working towards targets and deadlines
13. Working within budget and making a surplus

### Knowledge:

14. Food hygiene standards
15. Sales and marketing techniques
16. budgets

### Education & Training:

17. GCSE/NVQ/ City & Guilds or equivalent catering qualification
18. Good command of English both written and verbal
19. Food hygiene level 1/2

### Qualifications:

20. Catering qualification
21. Food hygiene at least level 2

### Other requirements:

22. Must have flexibility of working days and/or hours
23. Must be able to work on own, under supervision and as part of a team
24. Have access to suitable transport to travel city wide and business use insurance