



PERSON SPECIFICATION – LUNCH TIME CONTROLLER

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications: (including professional body qualifications, NVQs etc and Training) – What does the postholder need to know in order to be able to carry out the role to the level required.

- Good standard of general education
- Knowledge of statutory Health & Safety and Hygiene regulations is desirable
- Must hold or be willing to train for relevant Food Hygiene Certificate
- Must hold or be willing to train for relevant First Aid Certificate
- Current CRB Check

Skills/Abilities: Problem solving, creative thinking, team working, quality focus, customer service, report writing, IT skills, people management.

- Able to work as a team
- Able to follow instructions; menus, recipes, guidelines, codes of practice
- Polite, courteous and professional towards customers
- Good communication skills
- Ability to work under pressure
- Able to maintain high standards of personal hygiene
- Flexible approach & use of initiative

Experience: type, level and length.

- Experience of working with children
- Experience of catering for large numbers
- At least 1 years experience working in a similar environment is desirable

Personal Qualities: or character relevant to the job such as ability to work as part of a team, a caring attitude, a good listener, a sense of responsibility, a positive attitude etc.

- A genuine desire to provide the children with the best possible lunchtime experience
- A pro-active and flexible approach to work
- Ability to work as part of a team
- Willingness to act on initiative
- A commitment to high standards, including punctuality and reliability.

Special Factors: e.g. hold driving license, work special hours, prepared to travel, attend evening meetings, hazardous conditions etc

- Flexibility to work additional hours as required eg inset days
- To be understanding and supportive of the Catholic Ethos of the school