

PERSON SPECIFICATION

Details of Person Specification

Job Title:	Hospitality Assistant	Grade:	
Division/Section:	UNITED	Date:	August 2024
Prepared by:	Alistair Fowlie		
Designation:	Deputy Head of Curriculum		
Reviewed by:	Sue Liondaris		
Designation:	Human Resources Assistant		

This form describes the essential and desirable criteria a person needs to perform the job.

Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.

PERSON SPECIFICATION

1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	Essential	
	Knowledge of catering ingredients and equipment	Interview
	Knowledge of cleaning materials and surfaces	Interview
	Knowledge of maintaining and monitoring stock levels	Application form
	IT skills	Application form
	Desirable	

2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	Essential	
	Elementary Food Hygiene qualification or equivalent	Application form
	Experience of working in catering/hospitality	Application form/interview

	setting	
	Desirable Basic health and safety qualification	Application form

3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	Essential Initiative to report malfunctions/damage Accuracy when ordering stock and collecting ingredients/equipment	Interview Interview Interview
	Desirable Cash handling experience for till operation	Application form

4. PEOPLE

No.	Description	Method of Assessment
	Essential Good interpersonal skills	Interview
	Desirable	

5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	Essential	
	Desirable	