

## Person specification form

**Job Title: Cafe Assistant**

**Department: CATERING**

<b>Feature Sought</b>	<b>Essential Requirement</b>	<b>Desirable Requirement</b>	<b>Assessment Method</b>
<b>Qualifications</b>	Good numeracy and literacy skills	Relevant Catering and Health & Safety qualifications. Academic qualifications to GCSE level and above.	Certificates
<b>Experience</b>		Previous role in hospitality or, customer service role. Working in an education environment.	Questioning and references
<b>Knowledge &amp; skills</b>	Administration skills – well organised and able to prioritise Accurate Numeracy Good communication skills in dealing with staff, students and customers.	Knowledge of Health & Safety and Hygiene obligations	Questioning and task
<b>Personal Qualities</b>	Confident Approachable Flexible		Questioning Previous work and also use scenarios
<b>Motivation &amp; Expectations</b>	Task/customer service orientated. Comfortable working in a cafe environment and interacting with students/staff.		Questioning and references

SMG/ Dec 24