

# PERSON SPECIFICATION

**JOB TITLE:** Cook  
**SECTION:** Leisure  
**GRADE:** Spinal scale point 3 - 4

REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Basic Food Hygiene Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of 4 GCSE or equivalent must include Maths and English.</li> <li>First Aid at work certificate.</li> </ul>	Application form  Original certificates
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Previous experience in a catering environment.</li> <li>Menu planning</li> <li>Meal preparation for large numbers</li> </ul>	<ul style="list-style-type: none"> <li>IT literate with use of electronic tills.</li> <li>Handling cash in a safe environment.</li> </ul>	Application form  Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Understanding of Health and Safety at work.</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of the importance of stock control.</li> <li>Awareness of Environmental Health Regulations.</li> <li>Awareness of safer foods better business</li> </ul>	Application Form  Interview
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Effective people skills.</li> <li>Able to work with minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>Innovative assessment of work situations and reacting accordingly</li> </ul>	Interview
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>Adaptable, flexible and efficient.</li> <li>Able to work weekends, evenings and bank holidays, as required.</li> <li>Must be willing to undertake training.</li> <li>Able to take responsibility and show initiative.</li> <li>Must be able to work as part of a team.</li> <li>Good communicator.</li> <li>Innovative problem solving.</li> <li>Able to remain calm under pressure.</li> </ul>		Application form  Interview