

Person Specification for the Post of:

Lunchtime Organiser

Attributes	Requirements	Essential	Desirable
Qualifications & Training	Qualifications showing a good standard of basic literacy and numeracy	✓	
	A level 2 Qualification in Food Safety in Catering, or the ability to attain it		✓
	A Health and Safety qualification		✓
Knowledge, Skills and Experience	Experience of working in a busy catering environment	✓	
	Be an effective communicator – actively listen, convey ideas and information clearly with effective verbal and written communication skills	✓	
	Be able to read and follow guidelines and instructions	✓	
	Can use own initiative and work with minimal supervision	✓	
	Experience of managing student behaviour at busy times	✓	
	Experience of working in a student facing role	✓	
	Knowledge of safe working practices in relation to working in a commercial kitchen	✓	
	Previous experience of working in a school kitchen		✓
	Knowledge of Health & Safety legislation as it applies to the kitchen environment and colleagues		✓
	Awareness of manual handling best practice		✓
	Previous experience of cleaning		✓
Personal Attributes	Physically strong so as to comfortably manage the physical aspects of the role, e.g. lifting, stacking, sweeping, mopping, washing up, etc	✓	
	An excellent team player, helpful, friendly and flexible	✓	
	Ability to establish positive relationships with a wide range of people	✓	
	Excellent organisational skills and ability to work in a methodical manner	✓	
	Supportive of the school's excellent staff attendance and punctuality record	✓	
	Display and maintain a high standard of personal hygiene	✓	
	Honest and integrity	✓	
Other	Commitment to equality of opportunity and the safeguarding and welfare of all students	✓	
	Committed to promoting the ethos of the school	✓	
	Commitment to own Continuing Professional Development and progression	✓	
	Willingness to undertake and provide training as needed;	✓	
	Right to work in the UK	✓	
	This post is subject to an enhanced Disclosure and Barring Service check and reference check, etc.	✓	

2024-25