

UCP ASSISTANT CATERING SUPERVISOR – PERSON SPECIFICATION

ATTRIBUTES & CRITERIA	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Experience <ul style="list-style-type: none"> • Experience of catering supervision • Evidence in catering delivery with high attention to detail and ability to develop catering offer 	Essential Essential	Application form Interview References
Qualifications / Training <ul style="list-style-type: none"> • Catering Qualification of Level 2 Award (minimum or equivalent in experience) • Food Hygiene Level 2 Certification • Food Allergens training (or willingness to acquire) • First Aid at work (or willingness to acquire) • Health & Safety training 	Essential Essential Essential Essential Desirable	Application form Certificates
Aptitudes / Abilities <ul style="list-style-type: none"> • Confident communicator with excellent interpersonal skills and the ability to develop and sustain relationships • Flexible and adaptable with a 'can do' approach to day-to-day operations working individually or in a team • Well-organised and efficient with an eye for detail • Ability to work well under pressure and resolve problems or refer them to the Catering Officer 	Essential Essential Essential Essential	Application form Interview References
Knowledge <ul style="list-style-type: none"> • Working knowledge of catering Best Practice to supervise, produce & serve high quality food and drink • Knowledge of Food Hygiene Regulations, Health and Safety at work, COSHH assessments and EHO requirements • Good literacy and numeracy skills • Competent working knowledge of Microsoft Office and EPOS till software 	Essential Essential Essential Desirable	Application form Certificates Interview
Attitude / Motivation <ul style="list-style-type: none"> • Self-motivated, strong people leader who can set clear direction and pace with drive and determination to improve standards and profitability • Passionate about delivering a high-quality catering experience with a focus on financial targets and customer experience • Supportive and motivating towards colleagues and wider UCP team • Friendly and approachable 	Essential Essential Essential Essential	Application form Interview References

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Other Factors <ul style="list-style-type: none">• Available to work evenings, weekends and bank holidays as required as part of a 7 day core hour duty rota• This post requires occasional lone working• This post requires occasional manual handling tasks• The post holder is required to wear provided uniform	Essential Essential Essential Essential	Application form Interview
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