



## Preston Primary Academy Trust

### Person Specification Catering Manager

	<b>Essential</b> We are looking for someone who has:	<b>Desirable</b> It would be great if you also have:
<b>Professional qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of Education in English and Mathematics to GCSE or equivalent</li> <li>• Knowledge of food hygiene standards (including certificate)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Relevant catering qualifications</li> </ul>
<b>Professional experience</b>	<ul style="list-style-type: none"> <li>• Working in a kitchen environment</li> <li>• Experience of some level of autonomy and/or responsibility</li> <li>• Previous experience of managing a team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of schools</li> </ul>
<b>Professional knowledge and expertise</b>	<ul style="list-style-type: none"> <li>• Awareness of and commitment to the safeguarding and welfare of children</li> <li>• Ability and willingness to communicate on a day-to-day basis with staff and students</li> <li>• Willingness to communicate with suppliers to secure best quality and prices</li> <li>• Technical knowledge of food and menu preparation</li> <li>• Ability to keep track of costs and advise on setting menu prices</li> <li>• Ability to manage multiple tasks, and prioritise workload to meet service times</li> <li>• Knowledge of school food standards</li> </ul>	<ul style="list-style-type: none"> <li>• Creativity in meal and menu preparation</li> <li>• IT skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Friendly and approachable</li> <li>• Excellent organisation skills</li> <li>• Good team player and reliability</li> <li>• Patience and diplomacy</li> <li>• Flexibility, initiative, and resilience</li> </ul>	

	<ul style="list-style-type: none"><li>• Ability to seek and act on advice, and willingness to respond to the needs of the school and requests from senior leadership</li><li>• High expectations of self and others</li></ul>	
<b>References</b>	<ul style="list-style-type: none"><li>• Positive recommendation in professional references</li><li>• Satisfactory health and attendance record</li></ul>	