



Person specification			
Post title	Chef Supervisor	Grade	SCP E 7-11
Service Area	Place	Section/team	School Meals

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Embrace the Values of KMBC	Essential	A, I
S12	Previous Catering Experience	Essential	A, I
S23	Supervisory Experience	Essential	A, I
S34	Customer Care	Essential	A, I
S45	Hygiene Principles	Essential	A, I
S56	Food Preparation	Essential	A, I
S67	Experience of marketing goods and services	Essential	A, I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A, I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A, I
P3	A demonstrable willingness to share information and work with other people.	Essential	A, I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A, I
P5	Ability to prioritise tasks and deploy staff effectively	Essential	A, I

January 2021





P6	Willingness to transfer at short notice to any establishment within a reasonable geographical distance	Essential	A, I
P7	Demonstrate a willingness to undertake appropriate training	Essential	A, I
P8	An understanding of Equality and Diversity issues within a kitchen environment	Essential	A, I
P9	Must wear uniform provided	Essential	A, I
Communication			
C1	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view	Essential	A, I
C2	Have excellent written and oral communication skills	Essential	A, I
Qualifications			
Q1	NVQ in Catering Level's 1 and 2 or Equivalent	Essential	A,C
Q2	Level 2 in Food Safety Hazard Analysis	Essential	A,C
Q3	Level 3 in Managing Food Safety	Essential	A,C
Q4	Level 3 in Supervising Food Safety	Essential	A,C
Q5	Numeracy Skills Numeracy skills	Essential	A,C
Q6	Manual Handling L2 Principles and Practise	Essential	A,C
Q7	H&S L2	Essential	A,C
Health and safety			
H1	Ability to ensure suitable and sufficient risk assessments are carried out taking into account employees' capabilities –	Essential	A, I
H2	Ability to use equipment as instructed and trained	Essential	A, I
H3	Ability to inform management of any health and safety issues which could place individuals in danger	Essential	A, I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

January 2021





Date	Approved by authorised manager	Designation
11/01/23	Pat Ellis	Contract Manager

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

January 2021

