

**Kitchen Assistant/Driver - Person Specification**

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| **JOB REQUIREMENT** | **Essential** | **Preferred** | **\* How assessed** |
| **Qualifications, knowledge, skills and** **experience** | Full Driving Licence | √ |  | A  |
| Previously undertaken relevant training in Food Hygiene and Safety or willingness to undertake | √ |  | A  |
| A basic knowledge of food hygiene, handling and storage requirements | √ |  | A & I |
| A basic knowledge of Health and Safety at work regulations | √ |  | A & I |
| A basic level of numeracy and literacy with the ability to understand and carry out instructions and adhere to policies and working procedures | √ |  | A & I |
| Previous experience of preparing food, preferably in a professional kitchen/catering environment |  | √ | A  |
| **Personal and interpersonal**  | **Supporting and Co-operating - Working with People**Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight | √ |  | I |
| **Organising and Executing – Delivering Results & Meeting Customer Expectations**Focuses on customer needs and satisfaction; Sets high standards for quality and quantity; Monitors and maintains quality and productivity; Works in a systematic, methodical and orderly way; Consistently achieves project goals | √ |  |  I  |
| **Organising and Executing – Following Instructions & Procedures**Appropriately follows instructions from others without unnecessarily challenging authority; Follows procedures and policies; Keeps to schedules; Arrives punctually for work and meetings; Demonstrates commitment to the organisation; Complies with legal obligations and safety requirements of the role | √ |  | I |
| **Adapting and Coping - Coping with Pressures and Setbacks**Works productively in a pressurised environment; keeps emotions under control during difficult situations; balances the demands of a work life and a personal life; maintains a positive outlook at work; handles feedback well and learns from it; is mindful of the levels of resilience within the teams they lead and manage and works to enhance those levels of resilience | √ |  | I |
| **Child Protection** | A commitment to the responsibility of safeguarding and promoting the welfare of young people. | √ |  | I |
| Enhanced DBS disclosure *(to be completed by preferred candidate following interview).* | √ |  | C |
| Willingness to undertake safeguarding training when required. | √ |  | I |

\* A = application, C = clearances, I = interview, T = task