

## Person Specification

Post No	RKA-1	Designation:	Relief Kitchen Assistant	Department:	Social Services
Section:	Adult Services	Completed By:	Marijke Jenkins	Date:	17 <sup>th</sup> May 2016

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	Experience	<ul style="list-style-type: none"> <li>▪ Previous kitchen / catering experience</li> </ul>		Application Form Interview
2.	Knowledge	<ul style="list-style-type: none"> <li>▪ An understanding of the needs of older people</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety / Hygiene regulations</li> <li>• HACCP</li> </ul>	Application Form Interview
3.	Skills and aptitudes	<ul style="list-style-type: none"> <li>▪ Ability to assist in all areas of the kitchen to achieve the required standards</li> <li>▪ Be able to use own initiative in the day to day running of the kitchen</li> <li>▪ Be able to work under pressure</li> <li>▪ Good communication skills</li> <li>▪ Good recording skills</li> </ul>		Application Form Interview

		<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
4.	<b>Qualifications and training</b>		<ul style="list-style-type: none"> <li>• Basic Food Hygiene Certificate</li> <li>• Infection control Certificate</li> <li>• QCF Hospitality Level 1</li> </ul>	Application Form Certificates
5.	<b>Attitude and motivation</b>	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Patient and tolerant</li> <li>• Approachable manner</li> <li>• Team player</li> </ul>		Interview
6.	<b>Other (please specify)</b>	<ul style="list-style-type: none"> <li>• Ability to drive/travel throughout the Vale or between locations as appropriate</li> <li>• Ability to be flexible in order to meet service needs</li> </ul>		Interview