

Person Specification

Job Role – Café Manager

	Essential	Desirable	How assessed
Qualifications: - <ul style="list-style-type: none"> • Food Hygiene Level 2 (minimum) • Level 3 or equivalent qualification in a relevant subject • English & Maths at GCSE or equivalent 	✓		DC
		✓	DC
	✓		DC
Experience: - <ul style="list-style-type: none"> • Experience of effectively managing a kitchen • Working with environmental health regulations and filling in the essential paperwork required. • Experience of designing weekly menus which meet the philosophy of the Hall and our customers. • Experience of cash handling and reconciliation • Experience of managing a café budget 		✓	REF/INT
		✓	INT
		✓	INT/Pre
	✓		INT
		✓	INT
Knowledge: - <ul style="list-style-type: none"> • Knowledge of food hygiene regulations and environmental health requirements • Knowledge of health & safety regulations and their application in a kitchen. • Possess an indepth and thorough knowledge of special dietary requirements • Ensure menus and all other signage meet the required standards • Good leadership skills with a real passion for food and working within a community environment 	✓		APP/INT
	✓		APP/INT
		✓	APP/INT
	✓		INT/REF
	✓		INT
Skills & Competences: - <ul style="list-style-type: none"> • Ability to cook for large numbers • Outstanding customer service skills • Great communicator who is adaptable to change • Be able to take a lead role in managing a team of volunteers during the day • Monitor & manage damage, faults and breakages during your working day. • Ability to work with community members in an appropriate manner • Ability to motivate volunteers and consider their personal development within the team. 	✓		APP/INT
	✓	✓	INT
	✓		APP/INT/REF
	✓		INT/APP
	✓		INT
	✓		INT/APP/Pre
	✓		INT/APP

<ul style="list-style-type: none"> • Deliver training to volunteers to increase their confidence and ability • Show creative flair through the production of vibrant seasonal menus • Be a hands on staff member, cooking, baking and supporting volunteers 	<p>✓</p> <p>✓</p> <p>✓</p>		<p>INT/APP</p> <p>INT/Pre</p> <p>INT/APP</p>
<p>Other requirements: -</p> <ul style="list-style-type: none"> • Ensure completion of daily tasks and checks within a kitchen environment • Ability to generate income and meet set targets. • Ability to treat everyone equally according to their individual needs • Able to cover for other staff in the event of sickness or holidays 	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>	<p>INT</p> <p>INT</p> <p>INT/APP</p> <p>INT</p>

Key:

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Dc = Documentary Evidence (E.g., Certificates)

REF - references