

WESTON-SUPER-MARE TOWN COUNCIL

PERSON SPECIFICATION

Post Title: Catering Supervisor

It is essential that post holder has the following skills, knowledge and attributes.

- Experience of running the day to day aspects of a busy café or catering offer.
- Excellent customer services skills.
- Excellent communication and interpersonal skills.
- Supervisory ability.

Skills and Knowledge and Attributes

The following are highly desirable:

- Experience of preparing and serving food and beverage in compliance with the correct food hygiene regulations.
- Demonstrate a working knowledge of Health & Safety compliance requirements.
- Experience in supervising a small team, including daily task setting, feedback and ongoing support.
- Ability to keep records, such as temperature and diligence records.
- Familiarity with till, banking and stock control systems and procedures.
- Experience of menu setting and produce ordering.
- Able to demonstrate good verbal and communication skills.
- Ability to deal calmly, confidently and positively with people at all levels, both face to face over the telephone and via email.
- Ability to use IT, including Microsoft Office systems, email and internet.
- Ability to prioritise tasks within competing work demands and to meet deadlines and targets.
- Ability to work under pressure and problem solve.
- Possess a pleasant approachable disposition.
- Able to work on own initiative and as part of a small team.
- Flexible and adaptable to changing business needs.

Education and Qualifications

- GCSE (Grade A-C) or equivalent in Maths and English
- Food Hygiene Level 2

Personal Attributes

- To be well presented and possess enthusiasm, a 'can-do' attitude and willingness to progress in the role.

Other Factors (Essential)

- Willingness to work at least 5 shifts per week, depending on operational needs, including weekends, bank holidays and evenings.
- This post requires a Standard DBS Check to be completed.

Equal Opportunities (Essential)

Be able to demonstrate a commitment to the principles of equality and diversity and be able to carry out duties in accordance with those policies.

Desirable:

- Management ability.
- Experience of event catering.
- Awareness of licensing restrictions, and the sale of alcohol.
- Previous experience acting as a 'Designated Person' and key holder.
- Previous voluntary work experience or working alongside volunteers.