



## **PERSON SPECIFICATION**

### **Catering Manager**

#### **Qualifications & Training**

##### Essential Criteria

- Relevant IT Qualifications or Training in Microsoft Word, Outlook and Excel
- Level 2 Food Hygiene Certificate

##### Desirable Criteria

- Level 3 Food Hygiene
- Relevant Catering Qualification
- Customer Service Qualification

#### **Experience**

##### Essential Criteria

- Management or leadership of a team
- Working within the Catering Industry
- Previous Food preparation/handling experience
- Working to deadlines and targets
- Previous Customer Service experience

##### Desirable Criteria

- Experience within the Leisure/Tourism Industry particularly visitor attractions
- Previous Duty Management Experience

- Managing Budgets

## **Skills & Knowledge**

### Essential Criteria

- Time Management & Prioritisation
- Excellent Communication Skills
- Good planning & organisational skills
- Work well under pressure

### Desirable Criteria

- Knowledge of the tourism industry

## **Personal Attributes**

### Essential Criteria

- Attentive to detail
- Friendly, calm & personable manner
- Ability to use initiative
- Driven & self-motivated
- Positive 'can-do' attitude