

**PERSON SPECIFICATION**

**Post:** Cook  
**Section:** Residential Home or Extra Care Service  
**Written by:** Beryl Gillespie  
**Date:** revised July 2008

<b>Minimum essential requirements</b>	<b>application interview test</b>
<b>Skills:</b>	
<ol style="list-style-type: none"> <li>1. A commitment to high standards of work.</li> <li>2. Ability to plan and organise own workload effectively and to ensure that routine tasks are carried out.</li> <li>3. Ability to work independently as well as a member of the catering team.</li> </ol>	<p><b>A &amp; I</b> <b>A</b> <b>A</b></p>
<b>Knowledge:</b>	
<ol style="list-style-type: none"> <li>1. An awareness of the Food Safety Act and subsequent revisions or ability to attain.</li> <li>2. An understanding of the dietary and social needs of older people.</li> </ol>	<p><b>A &amp; I</b> <b>A &amp; I</b></p>
<b>Experience:</b>	
<ol style="list-style-type: none"> <li>1. Catering experience to NVQ level</li> </ol>	A
<b>Behaviours:</b>	
<ol style="list-style-type: none"> <li>1. <i>Communication</i> – takes steps to keep others informed about what they need to know: <ul style="list-style-type: none"> <li>▪ Keeps people properly informed.</li> <li>▪ Communicates to people in the way agreed with them</li> <li>▪ Listens to comments that people make and takes them into account when communicating to groups or individuals.</li> </ul> </li> <li>2. <i>Customer Focus</i> – seeks to understand the needs of internal and external customers and aims to exceed these consistently. <ul style="list-style-type: none"> <li>▪ Listens to and understands that customers have to say.</li> <li>▪ Passes on relevant comments to the appropriate person when does not have the authority to handle themselves.</li> <li>▪ Has a clear plan as to what is expected to be achieved for their customers.</li> </ul> </li> <li>3. <i>Teamwork</i> – works effectively with others and ensure team objectives are met: <ul style="list-style-type: none"> <li>▪ Shows understanding of colleagues when they are under pressure.</li> <li>▪ Helps colleagues where possible when they are struggling</li> </ul> </li> </ol> <p>Acknowledges the good things others do.</p>	<p><b>I</b>   <b>I</b>   <b>I</b></p>
<b>Qualifications / Training:</b>	

<ol style="list-style-type: none"> <li>1. NVQ or equivalent in catering.</li> <li>2. Basic food hygiene.</li> </ol>	<b>A</b> <b>A</b>
<b>Special Requirements:</b>	
<ol style="list-style-type: none"> <li>1. The post holder must maintain satisfactory enhanced Criminal Records Bureau disclosures</li> <li>2. The post holder must be eligible to work in the UK</li> <li>3. A willingness to ensure mobility as the post holder may be required to carry out their duties at any of the Society's residential / extra care schemes</li> </ol>	<b>A</b> <b>A</b> <b>I</b>