

PERSON SPECIFICATION

Post Title	Cook 3	Band	4	Job Evaluation Reference	BM16
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Only asking for qualifications as an essential criteria can be done if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
Basic numeracy and literacy				X	
Basic Food Hygiene				X	
Basic Principles of HACCP					X
Recognised catering qualification					X
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
2 years supervisory experience within catering environment					X
Cooking in a commercial environment				X	
Staff training					X
Evaluating food costs				X	
Stock sheets				X	
Current food trends				X	
Schools (Health Promotion and Nutrition) (Scotland) Act 2007				X	
CookSafe				X	
H&S at Work					X
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Good communication skills				X	

Administration skills	X	
Organisational skills	X	
Ability to liaise with external contacts	X	
4. PERSONALITY FACTORS	Essential	Desirable
• Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Polite	X	
Approachable	X	
Reliable	X	
Responsible	X	
Team Leader	X	
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Prioritise workloads (flexible)	X	
Driving licence		X
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.