

# PERSON SPECIFICATION

| Post Title                                                                        | Area Supervisor | Band | 9 | Job Evaluation Reference | G192      |
|-----------------------------------------------------------------------------------|-----------------|------|---|--------------------------|-----------|
| Required Attributes                                                               |                 |      |   |                          |           |
| 1. EDUCATION AND TRAINING                                                         |                 |      |   | Essential                | Desirable |
| Recognised catering qualification                                                 |                 |      |   |                          | ✓         |
| Recognised cleaning qualification                                                 |                 |      |   |                          | ✓         |
| Recognised building facilities qualification                                      |                 |      |   |                          | ✓         |
| Experiential Learning                                                             |                 |      |   | ✓                        |           |
| 2. KNOWLEDGE AND EXPERIENCE                                                       |                 |      |   | Essential                | Desirable |
| Some experience managing role for multi-site services                             |                 |      |   | ✓                        |           |
| Moderate experience management experience                                         |                 |      |   | ✓                        |           |
| Some experience in developing procedures and systems                              |                 |      |   | ✓                        |           |
| Recruitment and Selection                                                         |                 |      |   |                          | ✓         |
| Microsoft Word and Excel                                                          |                 |      |   | ✓                        |           |
| Food Safety legislation                                                           |                 |      |   | ✓                        |           |
| Building Safety legislation                                                       |                 |      |   | ✓                        |           |
| Health & Safety                                                                   |                 |      |   | ✓                        |           |
| Nutritional Requirements for Food and Drink in School (Scotland) Regulations 2020 |                 |      |   | ✓                        |           |
| 3. SKILLS AND ABILITIES                                                           |                 |      |   | Essential                | Desirable |
| Excellent communication skills (oral and written)                                 |                 |      |   | ✓                        |           |
| Work unsupervised                                                                 |                 |      |   | ✓                        |           |
| Motivate others                                                                   |                 |      |   | ✓                        |           |
| Cope under pressure                                                               |                 |      |   | ✓                        |           |
| Forward thinking                                                                  |                 |      |   | ✓                        |           |
| 4. PERSONALITY FACTORS                                                            |                 |      |   | Essential                | Desirable |
| Confident                                                                         |                 |      |   | ✓                        |           |
| Proactive / can do approach                                                       |                 |      |   | ✓                        |           |
| Team player                                                                       |                 |      |   | ✓                        |           |

| 5. OTHER REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Essential | Desirable |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| Ability to travel & have access to a vehicle/transport                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ✓         |           |
| Flexible working to suit service needs                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ✓         |           |
| Commit to undertake training and personal development                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ✓         |           |
| <p>Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:</p> <ul style="list-style-type: none"> <li>• Strengthen – our Communities</li> <li>• Understand – our children's needs</li> <li>• Protect – our vulnerable people</li> <li>• Promote – equality and diversity</li> <li>• Open and transparent – at all times</li> <li>• Respect – our environment</li> <li>• Treat – each other with kindness</li> </ul> |           |           |

**Guidance:**

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