

PERSON SPECIFICATION

Post Title	Cook 1	Band	2	Job Evaluation Reference	BM15
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked 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					
Not necessary					
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					
Previous catering experience					✓
Previous work experience					✓
Cash handling					✓
Chemicals					✓
Colour coding					✓
How to use equipment					✓
H&S at Work					✓
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					
Carry out instruction				✓	
Willingness to operate machinery				✓	
Indicate difficulties / problems to line Manager				✓	
4. PERSONALITY FACTORS				Essential	Desirable

• Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Approachable	✓	
Responsible	✓	
Awareness of confidentiality	✓	
Customer awareness	✓	
Disciplined	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Telephone contact		✓
Flexibility	✓	
Understand extent of work responsibilities	✓	
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.