

APEX HOUSING ASSOCIATION

PERSON SPECIFICATION

POSITION: Cook, Killowen House, Coleraine

DATE COMPLETED: February 2024

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION/ QUALIFICATIONS/ ATTAINMENTS	QCF/NVQ level 2, C&G or alternative equivalent qualification in catering <u>AND</u>	CIEH Level 2 Food Hygiene. CIEH Level 2 Food Nutrition.
RELEVANT EXPERIENCE	One year's experience working as a professional cook catering for 40 or more. OR Two year's experience working as a professional cook catering for 40 or more if you do not hold the above qualification. <u>AND</u> Experience of overseeing the day-to-day operation of the kitchen and staff supervision	Experience of workload management, delegation and performance management Have experience in residential or care related setting.
SPECIALIST KNOWLEDGE/ TRAINING	Demonstrates required job knowledge and desire to learn new skills. Demonstrates awareness of HACCP monitoring records.	
PERSONAL SKILLS	Self – motivated and ability to work with minimum instruction. Ability to plan, organise and priorities workloads and routines. Ability to attain positive customer/client satisfaction at all times. Ability to adopt a flexible approach to tasks and working hours.	

	<p>Ability to effectively manage stock control in line with budgets.</p> <p>Ability to fulfil and individual menu and dietary needs.</p> <p>Ability to effectively manage records and administration.</p>	
DISPOSITION	<p>Conscientious and proven team worker with the ability to motivate and engage with people at all levels.</p> <p>Ability to communicate effectively.</p> <p>Ability to manage and deal with issues or concerns efficiently.</p> <p>Ability to effectively supervise staff.</p> <p>Ability to lead, motivate and engage staff.</p> <p>Ability to manage and oversee the operation of the kitchen at all times.</p> <p>Ability to promote positive working relationships.</p>	

Note

Competencies will be assessed and monitored throughout the employment cycle. Respect for diversity and equality underpins the core competencies required for the post. Employees will be expected to treat all individuals with respect, respond sensitively to differences and encourage others to do likewise during the course of their employment within the Association.

Short listing & Interview Conditions

- **Only applicants who demonstrate clearly on the application form that they meet the Essential Criteria under Qualifications and Experience will be short-listed for interview.**
- **If there is a high response for this vacancy the desirable criteria under Qualifications and Experience may be implemented at short-listing stage.**

Please ensure you consider the above when completing your application form