



## Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

**Job title:** Catering Supervisor

**Department/Division:** LSE Catering, Residential and Catering Services Division  
**Accountable to:** Assistant Manager

Competency	Criteria	E/D
<b>Knowledge and Experience</b>	Catering supervisory training and/or experience	E
	Experience in general catering services and specifically enhanced experience in at least one of the following areas (i) hospitality (ii) retail catering (iii) kitchen work	E
	High standard of café bar and barista skills	E
	Basic Food Safety qualification	E
	Intermediate Food Safety qualification	D
	Health and Safety training	D
	Basic IT knowledge including: Email/Word/Excel etc.	D
	Personal Alcohol License	D
<b>Communication</b>	Able to communicate effectively with all levels of staff, customers, suppliers, and colleagues.	E
	Good standard of written and spoken English to communicate effectively with customers	E
<b>Teamwork and Motivation</b>	Able to lead and motivate both permanent and casual staff	E
	Able to train and develop individuals to achieve higher than average performance	D
<b>Service Delivery</b>	Able to assist with delivery of high-quality catering services across a range	E



	of services	
	Able to specifically deliver both traditional and modern hospitality service styles and retail catering	E
	Understand catering operations generally	E
<b>Planning and Organising Resources</b>	Able to assist with planning and managing resources including staff, food etc. to achieve or exceed budget targets while achieving high standards of customer satisfaction.	E

**E – Essential: Requirements without which the job could not be done.**

**D – Desirable: Requirements that would enable the candidate to perform the job well.**