

PERSON SPECIFICATION

POST TITLE Catering Assistant (Casual)

TEAM Conferencing

	Essential	Desirable
Education and training		a) Food hygiene qualification

	Essential	Desirable
Relevant experience	a) Working as part of a team b) Working with the general public	a) Working in a catering environment b) Customer service delivery

	Essential	Desirable
Knowledge		a) Of the events and hospitality industry

	Essential	Desirable
Skills and abilities	a) Positive and friendly manner with the general public b) Clear communication skills c) To be able to work to set deadlines	

	Essential	Desirable
Other attributes	<ul style="list-style-type: none"> a) Adhere to the vision and values of KingsGate b) Willingness to work in a flexible manner c) Willingness to serve others d) Initiative and enthusiasm e) Positive and friendly manner f) Willingness to work non-standard hours when necessary g) Commitment to equality & diversity h) Punctual i) Reliable j) Polite 	

This person specification was reviewed by the Exec Pastor (Operations and Management Support) in October 2021.

KingsGate Community Church has a Smoke-Free Policy. Smoking is not permitted in any of the premises or vehicles owned or leased by the organisation.