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| **Employee Specification – Hospitality Assistant** |  |

St Gemma’s Hospice is an equal opportunities employer and endeavours to recruit the best person for each vacancy regardless of gender, race, religion or belief, age, sexual orientation, disability or any other factor irrelevant to the ability to do the job. Employees are required to follow the Personnel policies and procedures supporting recruitment and selection.

| **Attributes** | **Essential** | **Desirable** | **How identified****Interview = I****Application form = A** |
| --- | --- | --- | --- |
| **Experience** |  |  |  |
| Cleaning experience in a catering environment | ✓ |  | A / I |
| Food service experience | ✓ |  | A / I |
| **Knowledge** |  |  |  |
| Awareness of kitchen hygiene practices | ✓ |  | A / I |
| **Qualifications/Training** |  |  |  |
| Basic Food Hygiene Certificate |  | ✓ | A |
| NVQ Level 2 Customer Services |  | ✓ | A |
| **Skills/Abilities** |  |  |  |
| Good organisational skills | ✓ |  | A / I |
| Good communication skills | ✓ |  | I |
| Basic numeracy skills | ✓ |  | I |
| Ability to work as part of a team | ✓ |  | A / I |
| Ability to work with minimum supervision | ✓ |  | A / I |
| **Personal Attributes** |  |  |  |
| Ability to work flexibly | ✓ |  | A / I |
| Reliable | ✓ |  | I |