

***Person Specification:***

Halesowen College Enterprises LTD (Halesowen College’s subsidiary company) are looking to recruit for an exciting new role. Our Hospitality, Catering and Retail Assistant will assist the Retail and Procurement Manager in ensuring we offer a quality service across all retail services.

|  |  |  |  |
| --- | --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| **Qualifications:** |
| Have a good standard of literacy and numeracy  | ü |  | Application form/interview |
| Competent in the use of computers including a basic working knowledge of Word, Excel and Outlook. |  | ü | Application form/interview |
| Relevant vocational qualifications |  | ü | Application form/interview |
| Hold a Food Hygiene certificate, or be willing to work towards one | ü |  | Application form/interview |
| Hold a full, valid UK driving licence, have access to a car and hold (or be willing to obtain) Class 1 Business Use insurance |  | ü | Application form/interview |
| **Experience and Knowledge:** |
| Have previous experience of working in a retail environment | ü |  | Application form/interview |
| Have previous experience of dealing with young people (predominantly 14-19 year olds) |  | ü | Application form/interview |
| Cash handling experience | ü |  | Application form/interview |
| Commercial/education sector cleaning |  | ü |  |
| Working in school/college |  | ü |  |
| **Skills and Attributes:**  |
| Excellent customer service skills (examples needed) | ü |  | Application form/interview |
| Flexible regarding hours of work (Cover will occasionally be required for absences and to cover evening and Saturday duties. Time off in lieu will be given for any extra hours) | ü |  | Application form/interview |
| Ability to work effectively and respond well under pressure | ü |  | Interview |
| Creative and able to use own initiative | ü |  | Interview |
| Have or be willing to obtain First Aid at Work |  | ü | Interview |
| Safe use of cleaning materials |  | ü | Application form/interview |
| Use of cleaning machinery |  | ü | Application form/interview |
| **Person Qualities and Attributes:**  |
| Well presented, friendly and approachable | ü |  | Interview |
| Confident in working with a wide range of people | ü |  | Application form/interview |
| A co-operative and supportive team player | ü |  | Application form/interview |
| Commitment to high standards of service | ü |  |  |
| Flexible and adaptable | ü |  |  |
| **Miscellaneous:** |
| An understanding and commitment to Equality and Diversity | ü |  | Application form/interview |