



## Personnel Specification - Housekeeper

<b>Attributes</b>	<b>Criteria No.</b>	<b>Criteria</b>	<b>How Identified</b>	<b>Rank</b>
<b>Relevant Experience</b>	1.	Experience in a kitchen setting	Application/Interview	Essential
	2.	Experience working with young children	Application/Interview	Essential
<b>Education and Training</b>	3.	Basic Food Hygiene Certificate	Application	Essential
	4.	Recent First Aid qualification	Application	Advantageous
	5.	Manual Handling	Application	Desirable
	6.	Other related training	Application/Interview	Advantageous
<b>General and Special Knowledge</b>	7.	Cooking and home baking	Interview	Essential
	8.	Knowledge of allergies and food intolerance	Interview	Desirable
	9.	Knowledge of food and nutrition in young children	Interview	Desirable
<b>Skills and Abilities</b>	10.	Ability to communicate well with adults and children	Interview	Essential
	11.	To be able to demonstrate the ability to work as part of a team	Interview	Desirable
	12.	Computer literate	Application/Interview	Advantageous
	13.	Good organisational skills	Interview	Advantageous
	14.	Ability to approach things professionally	Application/Interview	Essential
	15.	Hold current full driving licence and have access to transport	Application/Interview	Advantageous
<b>Additional Factors</b>	16.	Understanding of Equal Opportunities	Interview	Desirable
	17.	Awareness of Health and Safety and practical hygiene issues	Interview	Desirable
	18.	Honesty with self and others	Interview	Essential
	19.	Have a clear understanding of the importance of confidentiality	Interview	Essential
	20.	Enjoy being with children and happy to work with the children when necessary.	Interview	Essential