

GREAT AYCLIFFE TOWN COUNCIL

PERSON SPECIFICATION

Casual Part-Time Bar / Catering Assistant

	Essential	Desirable	How Tested
QUALIFICATIONS	<ul style="list-style-type: none"> ➤ Literate and numerate. 	<ul style="list-style-type: none"> ➤ Minimum of 4 GCSE or equivalent must include Maths and English. ➤ First Aid at work certificate. 	<p>Application form</p> <p>Original certificates</p>
EXPERIENCE	<ul style="list-style-type: none"> ➤ Previous experience in a bar environment. 	<ul style="list-style-type: none"> ➤ Use of electronic tills. ➤ Handling cash in line with financial procedures. 	<p>Application Form</p> <p>Interview</p>
KNOWLEDGE	<ul style="list-style-type: none"> ➤ Understanding of Health and Safety at work. 	<ul style="list-style-type: none"> ➤ Awareness of the importance of stock control. ➤ Awareness of Environmental Health Regulations. 	<p>Application Form</p> <p>Interview</p>
SKILLS	<ul style="list-style-type: none"> ➤ Effective people skills. ➤ Able to work with minimum supervision. 	<ul style="list-style-type: none"> ➤ Innovative assessment of work situations and reacting accordingly. ➤ Excellent Customer Care skills 	<p>Interview</p>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> ➤ Customer Focussed ➤ Adaptable, flexible and efficient. ➤ Able to work weekends, evenings and bank holidays, as required. ➤ Must be willing to undertake training. ➤ Able to take responsibility and show initiative. ➤ Must be able to work as part of a team. ➤ Good communicator. ➤ Innovative problem solving. ➤ Able to remain calm under pressure. 		<p>Application Form</p> <p>Interview</p>