

Person Specification

HOSPITALITY STORES CO-ORDINATOR

Attributes	Essential	Desirable
Qualifications	<p>Good level of numeracy and literacy.</p> <p>Competent IT Skills</p>	<p>REHIS</p> <p>First aid certificate</p>
Experience	<p>Experience of stock ordering and maintaining relevant records</p>	<p>Cash handling experience</p> <p>Experience of liaising with and/or sourcing suppliers</p> <p>Experience of working in a training kitchen environment</p>
Skills/Knowledge	<p>Knowledge of food hygiene regulations.</p> <p>Ability to work on own or as part of a team.</p> <p>Ability to work to deadlines and prioritise work.</p> <p>Ability to provide good standard of customer care – to both internal and external customers.</p> <p>Clear verbal and written communication skills</p>	<p>General knowledge of Health & Safety procedures including COSHH Regulations.</p>
Other	<p>Good standard of personal presentation and hygiene.</p> <p>Ability to work without supervision.</p> <p>Flexible attitude to work.</p>	