



PERSON SPECIFICATION

POST	CLEANER		DEPT	CATERING
GRADE	LIVING WAGE		REF NO	004-20

EDUCATION / TRAINING		CRITERIA ESSENTIAL (E) DESIRABLE (D)	MEASURED BY INTERVIEW (I) APPLICATION (AF) ASSESSMENT CTRE (AC) PRESENTATION (P) TEST (T)
	Must be willing to undertake appropriate training and development in order to meet the requirements of the post.	E	I
	Basic Food Hygiene	D	AF
	Health and Safety Training Certificate	D	AF
	COSHH – Certificate	D	AF
RELEVANT EXPERIENCE		E / D	MEASURED BY
	Experience of working in a cleaning or catering role.	E	AF/I
	Experience of working as part of a team.	E	AF/I
	Experience of working with cleaning equipment	D	AF/I
RELEVANT KNOWLEDGE/ SKILLS & APTITUDES		E / D	MEASURED BY
	A positive commitment to customer care	E	I
	Ability to communicate effectively	E	I
	Awareness of Health & Safety requirements	E	I
	Good knowledge of cleaning processes	E	I
	Excellent communication skills both written and verbal	E	AF/I

SPECIAL REQUIREMENTS		E / D	MEASURED BY
Willingness to work flexibly to meet the requirements of the department, including working evenings, Saturdays and Sundays if required.		E	I
Committed to the principles of valuing diversity and equal opportunities.		E	I
Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all its staff and volunteers to share this commitment.		E	I