

PERSON SPECIFICATION
Conference & Hospitality Assistant, Hospitality
Vacancy Ref: N2928

Criteria	Essential/ Desirable	* Application Form / Supporting Statements/ Interview
Experience of food service and preparation	Essential	Application Form / Interview
Excellent customer service and communication skills	Essential	Supporting Statements/ Interview
Attention to detail and ability to follow instructions	Essential	Supporting Statements/ Interview
Able to work flexibly on a rota basis with availability to work evenings and weekends	Essential	Supporting Statements/ Interview
Able to undertake physical lifting and manual tasks	Essential	Interview
The ability to work as an effective team player	Essential	Supporting Statements/ Interview
Ability to work under pressure	Essential	Supporting Statements/ Interview
Proven Reliability and Responsibility	Essential	Supporting Statements/ Interview
An interest in working and developing a career in the food, beverage and retail industry	Essential	Supporting Statements/ Interview

- **Application Form** – assessed against the application form, curriculum vitae and letter of support. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence eg award of a qualification. Will be “scored” as part of the shortlisting process.
- **Supporting Statements** - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- **Interview** – assessed during the interview process by either competency based interview questions, tests, presentation etc.