

Employer Occupational Brief

A guide to apprenticeship training and on-programme assessment



Senior Production Chef
October 2016

Overview of the job role

Senior production chefs strive to produce customers' meals consistently to perfection according to predetermined specifications. They have the ability to work independently and lead a team in often hot and highly challenging kitchen environments. Production Chefs are likely to work in organisations where brands, recipes and menus have been created by a central development team. Production chefs and their teams work quickly and efficiently, producing food often in high volumes, which is repeated day after day, requiring energy, highly methodical organisational skills and attention to detail.

The detail behind the standard:

	Knowledge 'Know it'	Skills 'Show it'	Behaviours 'Live it'
Culinary (I)	Understand the principles of food preparation and cooking, knife selection and handling, taste, diet and nutrition, and how to bring these together in a challenging and time bound environment Understand how the seven basic tastes impact on dishes and menus Explain the impact of traditional vs modern cuisine Understand the impact of diet on health and how this influences customer choice Explain the nutritional value of dishes Understand the process of evolving a dish from a recipe Understand the process of planning, creating and delivering food Know what preparation and cooking methods are available and viable for use in the workplace	Demonstrate a range of food preparation, knife and cooking skills and techniques to produce quality dishes in line with business requirements • Produce dishes and menu items using a combination of preparation, cooking and finishing skills and techniques in line with specifications • Evaluate finished dishes and improve if necessary with statements from the line manager	Remain calm under pressure and handle many tasks at once ensuring they are completed at the right moment and to the agreed standard • Approaches tasks in a methodical and calm manner • Maintains focus on task objectives throughout performance • Approaches potential issues and problems during production in a decisive manner • Applies techniques to minimise the negative impact of pressure • Works with the team to overcome obstacles which may affect the flow of operations



Culinary (2)	Know the business or brand	Produce profitable menu items and	Take a flexible and adaptable
	specifications and understand how to	dishes according to business	approach to meet business
	use them to create standardised menu	specifications	requirements
	 use them to create standardised menuitems and dishes Know the business or brand specifications and understand their importance to the business Understand the implications of not adhering to the business or brand specifications Know how menu items should be prepared to business or brand specifications to ensure that standards are maintained 	 specifications Prioritise and re-allocate or re-organise tasks as necessary to ensure menu items and dishes are produced as specified Monitor menu items going out of the kitchen Check and maintain the whole culinary output is in line with the business and/or specifications 	 Takes ownership of the food offer, including quality and output Displays flexibility and adaptability within the needs of the business Displays a sense of urgency when responding to business challenges Remains positive when asked to respond to additional needs such as food allergies or special dietary requirements
	 Know how business or brand standards are used to ensure portion control and why this is important to the business Identify what course of action to take if insufficient ingredients are available to achieve the required business or brand specifications Recognise how to prioritise kitchen tasks 		i equilicine.



Culinary (3)	Know how to calculate costs e.g. portion control and cost of overall dish, cost of using alternative, gross profit calculations Understand how technology supports	Use technology appropriately and	Keep up to date with new technology
	 the preparation and production of menuitems and dishes Identify types of equipment and their uses in different types of business operation Know how to use equipment correctly Understand how technology supports efficiency of food production Know what to do when technology fails Evaluate the use of technology in order to ensure its effective and efficient use 	efficiently to support the production of food and ensure maintenance issues and malfunctions are dealt with promptly • Use technology efficiently and effectively • Strictly follow safety instructions and procedures when using equipment • Monitor working practices to ensure all team members are following the correct procedures when using and maintaining technology • Monitor technology to ensure it is working efficiently and effectively • Ensure technology is periodically tested to check that it is in full working order according to business requirements and in line with legislation	 and recommend updates where appropriate Maintain current knowledge of technology through trade publications, forums, social media and current suppliers. Alert line management when new technology would benefit the business Be proactive about technology with own team and work colleagues



		Identify defects and ensure they are	
		dealt with safely and efficiently with	
		minimum disruption to the business	
Culinary (4)	Know how to recognise malfunctions or	Support team to deal with	Be solution focussed when dealing
	hazards and work to agreed practices	unexpected malfunctions or hazards	with unexpected challenges
	and guidelines to ensure a safe, clean	that disrupt work activities	Communicates action clearly,
	and hygienic kitchen environment	Ensure the team operates equipment	concisely, accurately and in ways that
	Know the manufacturer's, safety and	safely and in line with the	are understood
	business instructions and procedures for	manufacturer's, safety and business	Clearly communicates what is
	equipment use	instructions and procedures for its' use	expected of others and manages their
	Identify the relevant hazards and potential	Ensure the team clean and maintain	performance accordingly
	hazards relating to specialist equipment and	equipment on a day to day basis or in	Considers the impact of own actions
	understand how these can be minimised	line with the business operating	and decisions on the outcome
	Know the process for dealing with and	procedures	
	reporting faults	Ensure the team are fully trained in	
	Understand own and others'	how to identify, deal with and report	
	responsibilities	malfunctions or hazards	
	Know the legal responsibilities relating to	Encourage and support the team to	
	safe working practices	communicate malfunctions or hazards	
		which may disrupt work activities	
		Support the team when they come	
		across an unexpected malfunction or	
		hazard, providing support and advice	



Culinary (5)	Understand how personal approach and performance impacts on the successful	 Understand own and others' responsibilities Ensure the team are aware of their legal responsibilities in relation to safe working practices Ensure positive business or brand image is upheld in work activities and 	Demonstrate a belief in the value of products and services the business
	production of menu items and dishes	the delivery of products at all times	offers
	Know how behaviour affects the standards	Check dishes and menu items to	Creates a sense of common purpose
	of performance	ensure they have been prepared to the	within the team
	Understand working culture and value of	business or brand specification	Ensures the team fulfil commitments
	the business and the importance of	correctly	Displays energy and motivation
	applying a personal approach	Make adjustments to the presentation	Has pride in the delivery and output
	Know the process for decision making	of the dish to ensure that the business	
	Understand line management	or brand specification is reflected	
	responsibilities and relationships with other	accurately	
	departments	Present dishes for service as set out	
	Understand how power, influence and	within the brand standards and	
	politics impact on the business.	specifications	
Culinary (6)	Keep up to date knowledge of product	Exceed customer satisfaction by	Take ownership for keeping up to
	range, brand development, promotions	maintaining consistency in product	date with the business offer and
	and current trends	and service quality	brand developments
		 Monitor, analyse and act upon 	Regularly reviews new company
		customer feedback ratings in relation	materials to keep up to date.



	Understand how to gather up to date	to business targets or key performance	Generates ideas to improve quality of
	information in own business and from	indicators	products and service via the most
	external sources	Monitor performance against time	appropriate and correct channels
	Understand the importance of keeping up	available and specification to ensure	Proactively seeks out new trends through
	to date knowledge	task completion, adjusting pace and	trade publications, forums and social
	Know how to review current offer in	working methods as needed	media and feeds them back to line
	comparison to promotional requirements	Support the team to produce dishes in	management
	to ensure opportunities to increase sales	line with standards and specifications	
	are maximised	Demonstrate working effectively and	
	Explain changes in external factors in	efficiently with other departments to	
	comparison to the business offer, assess	maintain and exceed delivery standards	
	the impact and identify opportunities		
Food Safety (I)	Know the food safety practices and	Prepare, cook and present food to	Take responsible decisions that
Food Safety (I)	Know the food safety practices and procedures to ensure the safe	Prepare, cook and present food to agreed food safety practices and	Take responsible decisions that support high standards of food safety
Food Safety (I)	• •	•	·
Food Safety (I)	procedures to ensure the safe	agreed food safety practices and	support high standards of food safety
Food Safety (I)	procedures to ensure the safe preparation and cooking of food	agreed food safety practices and guidelines, ensuring a clean and	support high standards of food safety practices
Food Safety (I)	procedures to ensure the safe preparation and cooking of food Explain the importance of food safety	agreed food safety practices and guidelines, ensuring a clean and hygienic kitchen environment is	support high standards of food safety practices • Ensure team are up to date with food
Food Safety (I)	procedures to ensure the safe preparation and cooking of food • Explain the importance of food safety management systems and procedures	agreed food safety practices and guidelines, ensuring a clean and hygienic kitchen environment is maintained at all times	support high standards of food safety practices • Ensure team are up to date with food safety and actively maintain own
Food Safety (I)	procedures to ensure the safe preparation and cooking of food Explain the importance of food safety management systems and procedures Understand responsibilities of own role,	agreed food safety practices and guidelines, ensuring a clean and hygienic kitchen environment is maintained at all times Take responsibility for ensuring brand	support high standards of food safety practices • Ensure team are up to date with food safety and actively maintain own professional development
Food Safety (I)	 procedures to ensure the safe preparation and cooking of food Explain the importance of food safety management systems and procedures Understand responsibilities of own role, employers and employees in respect of 	agreed food safety practices and guidelines, ensuring a clean and hygienic kitchen environment is maintained at all times Take responsibility for ensuring brand food safety procedures are followed at	 support high standards of food safety practices Ensure team are up to date with food safety and actively maintain own professional development Takes personal responsibility for
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Food Safety (I)	 procedures to ensure the safe preparation and cooking of food Explain the importance of food safety management systems and procedures Understand responsibilities of own role, employers and employees in respect of food safety legislation and procedures for compliance 	agreed food safety practices and guidelines, ensuring a clean and hygienic kitchen environment is maintained at all times Take responsibility for ensuring brand food safety procedures are followed at all times Keep working areas clean and hygienic	support high standards of food safety practices • Ensure team are up to date with food safety and actively maintain own professional development • Takes personal responsibility for ensuring compliance • Encourages and supports others to



•	Know procedures to control
	contamination and cross-contamination

- Understand the importance of high standards of personal hygiene
- Know the procedures for cleaning, disinfection and waste disposal
- Identify requirements relating to the design of food premises and equipment
- Understand the importance of, and know methods for pest control
- Understand the importance to food safety of microbial, chemical, physical and allergenic hazards
- Know methods and procedures for controlling food safety to include critical control points, critical limits and corrective actions
- Understand requirements for monitoring and recording food safety procedures
- Know methods for, and understand the importance of, evaluating food safety controls and procedures
- Know the requirements for induction and on-going training of the team

- Check food before and during operations for any hazards
- Follow correct procedures for dealing with food hazards
- Follow organisational procedures for items that may cause allergic reactions
- Prevent cross-contamination between different types of food
- Use methods, times, temperatures and checks to make sure food is safe following operations
- Keep necessary records up to date
- Provide evidence of relevant food safety training / qualification
- Demonstrate how you supervise the team members in all aspects of food safety practices and procedures within own area of responsibility
- Take part in internal and external audits within own area of responsibility

Demonstrates integrity and consistency in decision making



Food Safety (2)	 Understand the importance of effective communication of food safety procedures Assess the impact of HSE inspecting the premises and know how to manage a health and safety check Assess the impact of non-compliance and know how to deal with it Know how to deal with an external audit Know what to look for in ingredients	Ensure ingredients are stored,	Use a considered approach to
	 and how to handle and store them to maintain quality, in line with food safety legislation Know what to look for in ingredients in line with food safety legislation Recognise the importance of making sure food deliveries are undamaged, are maintained at the correct temperature and are used within use-by-date Understand the importance of preparing food for storage Understand why food must be put in the correct storage area 	prepared, cooked and presented to deliver a quality product that is safe for the consumer • Ensure the team follows product /brand food safety specifications, processes and procedures at all times • Check food to ensure it's undamaged, at appropriate temperature and received within the use by date that is acceptable to the business • Note and review any labelling information and implement as necessary • Prepare for storage in line with business and legislative requirements	 managing ingredients to maintain their quality and safety Recognises changes in ingredient quality or availability promptly and adjusts plans and activities accordingly Make the team aware of food about to reach it's sell by date to allow them to proactively sell it Identify issues and make judgements on risks, and make provision so that unexpected events do not impede the achievement of or compromise food safety and/ or service delivery



	 Know the temperature food should be stored at Understand the importance of keeping storage areas clean and tidy and know what to do if storage areas aren't Understand the importance of, and know how to store food at the correct temperature Identify what types of food are raw Know what types of food are ready-to eat Understand the importance of effective stock rotation procedures Understand why food beyond its 'use-bydate' must be disposed of 	 Place food in storage as quickly as necessary to maintain its safety Check storage areas are clean, suitable and maintained at the correct temperature for the type of food Store food so that cross contamination is prevented Follow stock rotation procedures Safely dispose of food that is beyond 'use-by-date' Keep necessary records up to date 	Take personal responsibility when managing ingredients to maintain their quality and safety
People (I)	Know how to support and influence the team positively to deliver a high quality	Support team members and ensure the food produced is of high quality,	Encourage the team to take a pride in their role through a consistently
	Know how to select different methods for motivating, supporting and encouraging team members and recognising their achievements	 Use effective techniques to motivate and manage the team Use performance management and communication techniques to ensure food is of high quality, delivered on time and to specification 	 Responds positively to others when communicating risks and issues Demonstrates respect and builds trust for the views and actions of others Develops an atmosphere of professionalism and mutual support



	 Know how to coach and mentor the team in a way which is appropriate to the individual Know how to delegate and prioritise Know how to identify day-to-day opportunities to support team e.g. one to one support, when under pressure Understand the basics of leadership skills, management theories, styles of leadership and how it relates to and underpins own role Explain different types of communication and how to use them effectively Know the current performance management procedures to the level required in your position 	 Monitor and maintain standards in a timely fashion Encourage and support team members to achieve their personal work objectives and those of the team and provide recognition when appropriate Give support and advice to the team members when they need it especially during periods of setback and change Coach and mentor the team according to their individual needs Listen to, respond to and act on feedback provided 	 Models behaviour that shows helpfulness and co-operation Is able to have a difficult conversation Encourages team work Forms and maintains an effective, happy and productive team Is disciplined in following performance management guidance Makes effective and timely decisions
People (2)	Recognise how all staff and teams are dependent on each other and	Maintain harmony across the team and with colleagues in other parts of	Be solution focussed to achieve the required outcome and support
	understand the importance of	the organisation, identifying and	positive, open communications that
	teamwork both back and front of house	dealing with problems constructively	help team members achieve the best
	in achieving business objectives	to drive a positive outcome	result for customers and the business
	Understand how teams and stakeholders work together	 Establish, drive and maintain effective working relationships with all colleagues 	Presents valid information clearly, concisely, accurately and in ways that promotes understanding



- Understand how the team forms part of the wider picture and how own role fits into it
- Know how to influence within internal or external stakeholders
- Understand business communication and negotiation
- Understand / have a basic working knowledge of front of house and the importance of teamwork between them to meet business objectives
- Understand how to respond to own team just as the front of house staff do with customers in a way that creates harmony
- Understand the importance of working arrangements and why they are in place
- Understand how conflict can arise
- Understand what 'passing the buck' means and how to be personally responsible and accountable in own job role
- Understand the principles of safeguarding
- Know the information and resources which colleagues may need

- Recognise the roles and responsibilities of colleagues and, particularly in situations of matrix management, their managers' requirements
- Take into account the priorities, expectations, and authority of colleagues in decisions and actions
- View difficult situations and issues from colleague's perspective and provide support, where necessary, to move things forward
- Fulfil and communicate agreements made with colleagues
- Promptly advise colleagues of any difficulties or where it will be impossible to fulfil agreements
- Identify conflicts of interest and disagreements with colleagues and respond to them in ways that minimise damage to the work being carried out
- Share knowledge with colleagues to make sure that all parties can work effectively

- Seeks to understand people's needs and motivations
- Clearly agrees what is expected of others and holds them to account
- Considers the impact of own actions on others
- Is assertive in suggesting alternative courses of action
- Demonstrates the ability to make decisions based on sound valid information and within limits of own authority
- Constantly reinforces consistent messages



	understand specific agreements with colleagues	 Provide feedback to colleagues on their performance and encourage them to feedback on own performance in order to identify areas for improvement Communicate and evaluate information and interpret data to meet business objectives Adapt communication strategies dependent on who you are dealing with Conduct effective team meetings and briefings Effectively participate in a variety of meetings Manage time and prioritise effectively 	
People (3)	 Understand how to work with people from a wide range of backgrounds and cultures and recognise how local demographics may impact on the product range of the business Have an understanding of different cultures and backgrounds – dependent on local demographics of the business and a broad diversity appreciation 	Use effective methods of communication and operate in a fair and empathic manner that achieves the desired result and demonstrates a customer centric culture • Use a range of communication styles to suit the person you are talking to • Adapt communication in different contexts	Actively listen and empathise with other peoples' point of view, respond politely and promote a fair, non-discriminatory and equal working environment • Adapts own language, tone of voice and behaviour so that it is relevant to different people and different situations and how it can be interpreted by others



- Understand the food requirements of different cultures of your customers
- Understand the importance of and how to follow policy with regard to backgrounds and cultures
- Understand and have knowledge of your local demographics and customer base e.g. age, background, ethnicity and how this reflects your product offering
- Know how to research the customer base and requirements; know where to source the information
- Understand the importance of understanding customers and local demographics when considering business success planning
- Know how to listen in a non-judgemental manner
- Know how to identify potential risks
- Understand how own use of language, body language, gestures and tone of voice may appear to customers and colleagues; and how theirs' may affect your perceptions of them

- Make enough time and effort and respond flexibly and positively so that own working practice engages all customers
- Seek clarification and manage situations
- Use techniques to minimise misunderstanding and improve communication

- Creates an environment of trust and mutual respect
- Has an accurate self –awareness
- Learns and actively seeks ways to improve behaviours
- Proactively looks for potential risks in relation to communications
- Proactively keeps up to date with all legislation with regard to equality and inclusivity



	Know how to contextualise conversations		
People (4)	 Know how to communicate knowledge and experience to the team and support individuals' development Identify the performance standards required by the business Know how to assess individual and team performance against standards and identify skills and knowledge gaps Know how to conduct professional discussions with team Research and identify relevant 	Identify development needs and actively encourage and support individuals to enhance their skills and knowledge • Communicate regularly with the team through 1:1, team meetings, performance reviews to: - identify individual and team learning and development needs - identify individual objectives and barriers to learning - give honest and constructive	Celebrate personal growth and achievement of team members Actively promotes an environment of continual development and learning Rewards and recognises colleagues for a job well done Encourages and recognises quality and achievement of targets within the team Recommends team members for internal and external awards Maintains consistent, regular dialogue
	 Research and identify relevant interventions to meet the development needs of individuals, team and the business Know the principles of demonstration, presentation, coaching and mentoring skills, on-job training 	•	



		Evaluate the effectiveness of own	
		support for the individual and team	
Business (I)	Know the business vision and objectives	Effectively use techniques that	Demonstrate a keen business sense,
	and brand standards and the principles of business success by growing sales,	support cost reduction and improve performance, revenue, profit margins	producing food to brand standards efficiently and cost effectively
	 reducing costs and maximising profit Identify the key characteristics and purpose of a business vision Understand business culture Understand key performance indicators and targets and why they are set Understand objectives and their importance to business Understand the principles of profit & loss and how they apply to own business area Understand how to apply business vision, culture, objectives, targets and key performance indicators to own business area Understand how to add value to business profitability 	 and customers' experience Regularly review working practices and procedures and gather feedback from team to identify potential areas for improvement Analyse and use feedback from customers, suppliers and colleagues to identify potential opportunities to improve customer experience Analyse own business area and identify areas where the current offering could be improved and / or streamlined to improve performance, profitability and / or quality Identify and prioritise opportunities which align to business objectives and brand standards 	 Actively seeks opportunities to improve performance, revenue, profit margins and customers' experience and encourages colleagues to do the same following company policies and within brand guidelines Responds positively and constructively to feedback received from customers and colleagues and acts on it Acts in the best interest of the business, the team and customers at all times Promotes a culture of improvement, achievement and aspiration



Business (2)	Understand how to operate efficiently to deliver profit margins, reduce wastage and support the overall	Develop plans which take account of all necessary resources and deadlines and outline how success will be measured Monitor costs, using forecasting to set realistic targets with the team; effectively control resource	Actively discourage waste and work to avoid complaint related wastage; demonstrating commitment to
	 financial performance of the business Know how to operate efficiently and effectively following business processes Identify the financial impact that wastage of physical resources can have upon the business Identify opportunities for energy efficiency and waste reduction in the business Know how to minimise use of power sources Evaluate the organisational procedures for storing and disposing of waste Know how to prevent and deal with excessive waste Know how to build short term business plans and realistic targets in relation to waste 	 allocation; minimise wastage and use sustainable working practices Produce weekly sales, wage cost and food cost forecasts to help set targets with the team Set targets in line with forecast and business objectives/ key performance indicators Monitor working practices to ensure all team members follow procedures and identify areas for improvement Report equipment faults or potential wastage to the appropriate person Manage labour and productivity levels to effectively produce the requirement of the shift 	 Sets an example to others through working consistently in line with company policies and procedures, keeping waste to a minimum Conducts or organises awareness raising training for colleagues Actively looks for ways of working efficiently



Business (3)	Understand sustainable working practices Recognise and understand legislative	 Control resource allocations and minimise waste through evaluating and continuously improving Implement any initiatives to improve waste prevention and sustainable working practices Comply with legal requirements and 	Advocate the importance of working
Busiliess (3)	responsibilities and the importance of protecting peoples' health, safety and	inspire customer confidence by maintaining the safety and security of	safely and legally in the best interest of all people
	 Analyse the requirements of relevant legislation and compare to the procedures in the business to ensure compliance Recognise and understand own legislative responsibilities Know how to accurately complete all necessary documentation in timely manner Understand the importance of maintaining documents as evidence of due diligence 	 People at all times Monitor working practices to ensure procedures are consistently followed in line with company policy Regularly consult colleagues on matters of health, safety and security Ensure team is trained commensurate with their tasks Ensure the right workplace facilities are provided Ensure H&S posters are displayed prominently Maintain and monitor appropriate documentation 	 Acts as a role model an example to others by working cleanly, safely and securely at all times Takes responsibility for team working safely Has pride in how own paperwork is completed, presented and filed



Business (4)	Know how to identify, plan for and	Risk assess situations, identifying and	Think and act quickly to address
Dusiness (4)	minimise risks to the service and	isolating matters of concern, by	problems as they arise and keep
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	operation	establishing the cause and	customers satisfied and operations
	Understand the difference between an	intervening accordingly to minimise	flowing smoothly
	issue and a risk, and identify what is a 'high'	any risk to people and comply with	Takes a calm and considered approach
	risk	legislation	when problems occur, minimising the
	Know where risks can occur within the	Take action when problems arise to	risk to others safety quickly and
	kitchen and associated areas	ensure service is not unduly	confidently
	Know the principles of risk assessment,	interrupted with minimum disruption	Shows integrity, fairness and
	risk management and contingency plans	to customers	consistency in decision making
	Understand the process of HACCP and	Conduct regular risks assessments and	Takes personal responsibility for
	how this links to risk management (link to	when new ingredients, dishes,	making things happen and sustains the
	section 2)	equipment and ways of working are	practice of change
	Know when and how to escalate a problem	introduced	Openly shares experience of when
	Know how to maintain documentation that	Maintain clear and accurate records	things have gone wrong, and takes
	relates to risk	and documents using a logical and	effective preventative measures to
	Understand the implications of poor risk	orderly process	ensure that the same mistakes are not
	management and non-compliance to the	Act upon results of risks assessments	made again
	business	and take corrective action to control	Has the confidence and courage to
		hazards	escalate problems and take difficult
		Escalate relevant problems to the right	decisions
		person at the right time	
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		Train and coach team to have the	
		confidence to recognise, deal with,	
		report on and reduce risks	
Business (5)	Know the customer profile of the	Carry out activities in line with	Visibly and authentically live the
	business, who its main competitors are	business and brand values that	brand, culture and values of the
	and the business growth strategy	actively market the business, support	business through a passionate
	 Understand the principles of a business growth strategy and why it is important Identify how brands are aligned to a business growth strategy Understand how brands and teams contribute to the growth strategy within own business Understand how social media can affect own business area Understand the implications of not reflecting the brand positively Identify and analyse the customer profile of the business in relation to the menu offer Know how to align dishes, menus and promotional activities to the business growth strategy to ensure profitability 	 competitiveness and help meet business objectives Align dishes and menus to the business growth strategy to ensure profitability Follow brand guidelines, marketing guidelines and business procedure to market own business area Implement and monitor promotional activities to ensure the target markets are being reached and plans and standards are being met Collect, analyse, communicate and act upon information on the effectiveness of promotions 	 enthusiasm to provide everyone with the best possible experience Actively seeks opportunities to improve customers' experience and encourages colleagues to do the same Is open and responds positively to feedback received from customers and colleagues Is an advocate for the value/ culture of the company or brand Shows respect for the team at all times Is visible to people both internally and externally where appropriate Demonstrates passion and enthusiasm for the industry and company/brand



•	Know how to implement effective	
	promotional activities within own business	
	area	