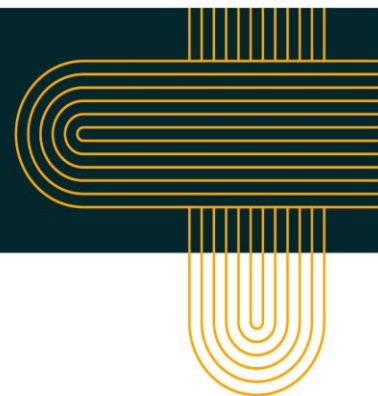




JOB DESCRIPTION

Job Title: Assistant Catering Manager, GORE Kitchen
Grade: B3 SCP 7-11
Reporting to: Catering Manager
Location: Academy-based

Job Purpose

To support the Catering Manager in the day-to-day operation of the academy's In-House catering service, ensuring the delivery of high-quality, nutritious meals to students, staff and visitors.

The Assistant Catering Manager will assist with the organisation of the kitchen and dining service, support the supervision of catering staff, and help maintain high standards of food safety, hygiene and customer service. The role will also deputise for the Catering Manager when required to ensure the smooth running of the catering provision.

Key Responsibilities

In-House Catering Service Delivery

- Support the Catering Manager in planning and delivering the daily catering service.
- Assist with the preparation, cooking and presentation of meals in accordance with the planned menu and school food standards.
- Ensure food is prepared, stored and served safely and in line with food safety regulations.
- Support the organisation of meal service to ensure an efficient and positive dining experience for students and staff.
- Assist with ensuring appropriate portion control and presentation standards.

Team Support and Supervision

- Provide day-to-day support and guidance to catering assistants.
- Assist with organising staff duties and supporting the smooth running of the kitchen during busy service periods.
- Promote good teamwork and maintain a positive working environment within the catering team.
- Provide support to new or less experienced staff where required.
- Deputise for the Catering Manager during periods of absence.

Food Preparation and Kitchen Operations

- Assist with food preparation, cooking and service as required.
- Support the preparation of ingredients and meal components to ensure efficient service.
- Ensure kitchen equipment is used safely and maintained appropriately.
- Assist with receiving deliveries and ensuring food is stored correctly.
- Support the preparation of catering provision for academy events where required.

Stock and Ordering

- Assist with monitoring stock levels and ensuring appropriate stock rotation.
- Support the Catering Manager with ordering food supplies and maintaining appropriate stock levels.
- Ensure food is stored correctly and in accordance with food safety requirements.
- Assist with monitoring food usage to reduce waste and support cost control.

Compliance and Food Safety

- Support the Catering Manager in ensuring compliance with food hygiene legislation and academy policies.
- Assist with maintaining food safety documentation including temperature records, cleaning schedules and allergen information.
- Ensure that all staff follow appropriate food hygiene and safety procedures.
- Support the maintenance of a clean and organised kitchen environment at all times.

Allergen Management

- Support the implementation and monitoring of allergen management procedures in line with legislative requirements, trust policies and academy procedures.
- Ensure allergen information is maintained accurately and communicated effectively to catering staff, academy colleagues, pupils and visitors where appropriate.
- Monitor compliance with allergen controls, including food preparation, storage, labelling and service arrangements.
- Support the induction, training and ongoing development of catering staff in allergen awareness and safe food handling practices.
- Assist in investigating allergen-related incidents, complaints and near misses, implementing corrective actions as required.

Kitchen and Dining Environment

- Ensure kitchen, food preparation and dining areas are kept clean, safe and well organised.
- Assist with cleaning schedules and ensure all kitchen equipment and surfaces are maintained appropriately.
- Support the efficient setup and clearing of dining areas during service.

Health and Safety

- Follow all health and safety procedures within the kitchen environment.
- Ensure appropriate use of protective clothing and safe use of kitchen equipment.
- Report any faults, hazards or safety concerns promptly to the Catering Manager.
- Support a safe working environment for catering staff and students.

General Duties

- Work collaboratively with academy staff to support the wider life of the academy.
- Promote a welcoming and positive dining experience for students and staff.
- Support catering provision for academy events or activities where required.
- Undertake any other duties appropriate to the role as reasonably requested by the Catering Manager or academy leadership.

Personal Responsibilities:

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and the successful completion of the trust's probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
• Level 2 Food Safety or Food Hygiene Certificate	E
• Level 3 Food Safety or Food Hygiene Certificate	D
• Relevant catering or hospitality qualification	D
• Basic IT skills for record keeping or ordering	D
Knowledge and Skills	E/D
• Knowledge of food safety regulations and hygiene standards	E
• Ability to prepare and cook food in a catering environment	E
• Ability to supervise or support a small team	E
• Strong organisational and time management skills	E
• Ability to maintain high standards of cleanliness and hygiene	E
• Ability to follow menus, recipes and service requirements	E
• Good communication and customer service skills	E
• Awareness of school food standards and healthy eating	D
Experience	E/D
• Experience working in a catering or kitchen environment	E
• Experience preparing and serving food in a busy environment	E
• Experience supporting or supervising catering staff	D
• Experience supporting stock control or food ordering	D
• Experience working in a school or education setting	D
Personal Effectiveness	E/D
• Positive and supportive approach to teamwork	E
• Reliable and organised	E
• Ability to work under pressure during busy service periods	E
• Commitment to maintaining high standards of food safety and hygiene	E
• Friendly and approachable manner with students and staff	E
• Flexible and willing to support the wider catering team	E
Continuous Professional Development	E/D
• Evidence of commitment to Continuing Professional Development.	E
Other Conditions	E/D
• Enhanced DBS Clearance.	E
• Commitment to safeguarding and promoting the welfare of children and young people.	E
• Right to work in the UK.	E



We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa.

Please note that, as a sponsor licence holder, we only provide sponsorship for teacher vacancies.

Reviewed March 2026