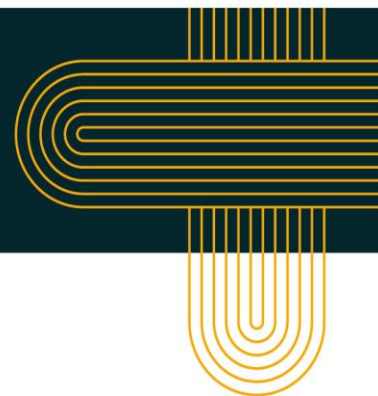




JOB DESCRIPTION

Job Title: Catering Manager, GORSE Kitchen
Grade: B3, SCP 7-11
Reporting to: Trust Catering Manager
Location: Richmond Hill Academy

Job Purpose

To lead and manage the academy's In-House catering service, ensuring the provision of high-quality, nutritious meals for students, staff and visitors. The postholder will oversee the day-to-day operation of the kitchen and dining facilities, ensuring compliance with food safety regulations, financial controls and academy policies.

The Catering Manager will lead the catering team, to manage food production and service, control budgets and stock, levels and ensure that the catering provision supports the wellbeing of students while delivering an efficient and sustainable service.

Key Responsibilities

In-House Catering Service Management

- Plan, organise and manage the daily catering service to ensure the efficient preparation and delivery of meals.
- Develop and implement menus that provide balanced, nutritious meals in line with school food standards and academy expectations.
- Ensure food is prepared, stored and served safely and in accordance with food safety legislation.
- Monitor food quality, presentation and portion control to maintain high standards across the service.
- Ensure that the catering service provides a welcoming and positive dining experience for students and staff.

Leadership and Team Management

- Lead, supervise and support the catering team, including the Assistant Catering Manager and catering assistants.
- Allocate duties and organise staff rotas to ensure effective service delivery.
- Provide guidance, training and support to catering staff to ensure consistent standards of food safety and customer service.
- Promote a positive and collaborative team environment within the kitchen and dining areas.
- Support staff performance management and contribute to staff development where required.

Financial and Stock Management

- Contribute to the effective management of the catering budget, promoting value for money and efficient resource use.
- Monitor food costs and maintain appropriate portion control and menu planning to support financial sustainability.
- Order food supplies and catering equipment from approved suppliers in line with trust procedures.
- Maintain accurate records of stock levels and ensure appropriate stock rotation and storage.
- Monitor catering income and expenditure where required.

Compliance and Food Safety

- Ensure full compliance with food hygiene legislation, health and safety regulations and trust policies.
- Maintain accurate food safety records including temperature monitoring, cleaning schedules and allergen information.
- Ensure that all staff follow safe working practices within the kitchen environment.
- Lead on preparation for food hygiene inspections, maintain high standards and always be 'Audit Ready'.
- Ensure allergens are managed and communicated clearly in accordance with statutory requirements.

Allergen Management

- Lead and oversee the effective management of food allergens across the catering operation, ensuring compliance with all relevant food safety and allergen legislation, including Natasha's Law and Benedict's Law.
- Maintain robust systems for the identification, recording, communication and review of allergen information for all food and drink products offered.
- Ensure appropriate controls are implemented to minimise the risk of allergen cross-contamination throughout food storage, preparation, cooking and service.
- Provide leadership, training and assurance to catering staff to ensure allergen management procedures are consistently understood and followed.
- Liaise with the Trust Catering Manager, academy leaders, parents, carers, pupils, suppliers and external agencies regarding dietary requirements and allergen management arrangements where required.
- Monitor compliance through regular checks, audits and reviews, and take prompt action to address any identified concerns.
- Ensure all allergen-related incidents, complaints, near misses and lessons learned are appropriately investigated, recorded and acted upon.

Kitchen and Dining Environment

- Ensure the kitchen, storage areas and dining facilities are maintained to a high standard of cleanliness and organisation.
- Oversee cleaning schedules and ensure equipment and workspaces are cleaned and maintained appropriately.
- Ensure kitchen equipment is maintained and report faults or maintenance issues promptly.
- Support the organisation of catering provision for academy events or functions where required.

Health and Safety

- Ensure safe working practices are followed within the kitchen and dining areas.
- Carry out risk assessments where required and ensure hazards are identified and addressed.
- Promote a safe working environment and ensure appropriate use of protective clothing and equipment.
- Report incidents, accidents or safety concerns in line with academy procedures.

General Duties

- Work collaboratively with academy leaders and staff to support the wider life of the academy.
- Promote healthy eating and positive dining experiences for students.
- Support academy events or activities requiring catering provision.
- Undertake any other duties appropriate to the role as reasonably requested by the Trust Catering Manager, Principal or senior leadership team.

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.

GORSE

- 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 a six -month 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
• Basic IT skills for record keeping and ordering	E
• Level 3 Food Safety or Food Hygiene Certificate or complete as part of the 6-month induction.	E
• Relevant catering or hospitality qualification	D
Knowledge and Skills	E/D
• Knowledge of food safety regulations, hygiene standards and HACCP	E
• Understanding of school food standards and healthy eating	E
• Ability to plan menus and manage food preparation for daily service and theme days	E
• Strong organisational and time management skills	E
• Ability to manage and motivate a small team	E
• Ability to monitor stock, budgets and food costs	E
• Ability to maintain accurate records and documentation using a tablet or PC	E
• Good communication and customer service skills	E
Experience	E/D
• Experience working in a catering or kitchen environment	E
• Experience managing food preparation and service in a busy environment	E
• Experience managing stock, ordering and food budgets	E
• Experience supervising or managing staff	D
• Experience working in a school or education setting	D
Personal Effectiveness	E/D
• Strong leadership and teamwork skills	E
• Reliable and organised approach to work	E
• Ability to work under pressure during busy service periods	E
• Commitment to maintaining high standards of hygiene and safety	E

• Friendly and approachable manner with students and staff	E
• Flexible and willing to support the wider academy	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