GORSE

JOB DESCRIPTION

Job Title: Chef, GORSE Kitchen
Grade: B3 SCP 7-11
Reporting to: Catering Manager, GORSE Kitchen

Job Purpose:
The Gorse Academies Trust is seeking an experienced and driven Chef to work within our secondary catering operations across a group of academies in Leeds.

Working in close partnership with the Catering Manager, GORSE Kitchen, you will play a key role in delivering consistency of standards, policies, and service quality. You will contribute to service development, innovation, and continuous improvement.

This is a high-impact operational role responsible for delivering high-quality, nutritious, and compliant catering services that support student wellbeing, learning, and daily experience. You will work closely with academy leaders and catering teams to ensure strong operational performance and positive dining experience across all sites.

Key Responsibilities

Food Preparation & Service
- Prepare and cook a variety of balanced, nutritious meals suitable for secondary school students
- Ensure all food is presented to a high standard and served on time
- Assist in the development of menus that meet School Food Standards and promote healthy eating
- Cater for special dietary needs, allergies, and cultural requirements
- Assist in the management of daily kitchen operations efficiently
- Monitor stock levels and place food orders within budget
- Minimise waste and control costs effectively

Food Safety & Compliance
- Ensure correct storage, labelling, and rotation of ingredients
- Maintain a clean, safe, and hygienic kitchen at all times
- Ensure compliance with Food Hygiene Regulations and HACCP procedures
- Complete and maintain required food safety documentation
- Prepare for and support hygiene inspections

Allergen Management
- Prepare and serve food in accordance with allergen management procedures, ensuring appropriate controls are in place to prevent cross-contamination.
- Maintain accurate knowledge of ingredients and allergen content within menu items and recipes.
- Ensure all food preparation areas, equipment and storage arrangements support the safe management of allergens.
- Provide accurate allergen information to catering colleagues and support staff in responding to student/staff enquiries regarding allergens and special dietary requirements.
- Support investigations and corrective actions arising from allergen-related incidents or near misses.

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Standards, Compliance & Safeguarding
- Ensure full compliance with food safety, health & safety, and hygiene regulations (HACCP).
- Uphold safeguarding responsibilities in line with Trust policies.

People & Culture
- Encourage a high-performance culture built on diligence, respect, and teamwork.
- Help to create an environment where teams can have fun while maintaining professionalism and high standards.

Financial Management
- Assist in the management of budgets, controls, and performance within the kitchen
- Assist in monitoring food, labour, and operational costs to ensure efficiency and value.

Student Experience
- Deliver a welcoming, inclusive dining experience that supports student wellbeing.
- Promote healthy eating and engage students to enhance uptake and satisfaction.
- Ensure all students are treated with kindness and respect, creating a positive dining culture.

Menu & Service Development
- Ensure menus meet School Food Standards and reflect student preferences.
- Support innovation and continuous improvement in food offer and service delivery.
- Provide inclusive catering options that meet diverse dietary and cultural needs.

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**
• Grade C/4 and above in GCSE English and Mathematics (or equivalent)	**E**
• Level 2 Food Safety & Hygiene Certificate	**E**
• Level 2 Production Chef qualification, or willingness to undertake the apprenticeship after 6 months in role.	**E**
• Full UK driving licence and access to a vehicle with valid business insurance	**E**

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• Level 3 Food Safety or HACCP qualification, or willingness to complete within 3 months of appointment.	**E**
• Relevant catering or professional cookery qualification (e.g. NVQ Level 2/3 or equivalent)	**D**
Knowledge and Skills	**E/D**
• Strong knowledge of food preparation, cooking techniques, and menu planning	**E**
• Understanding of School Food Standards and nutritional requirements for young people	**E**
• Knowledge of food safety legislation, HACCP, and hygiene practices	**E**
• Ability to cater for dietary needs, allergies, and cultural requirements	**E**
• Ability to work efficiently in a fast-paced kitchen environment	**E**
• Good organisational and time management skills	**E**
• Ability to manage stock, control waste, and work within budget constraints	**E**
• Strong communication and teamwork skills	**E**
• Ability to contribute to menu innovation and service development	**D**
• Basic IT skills (e.g. stock systems, email, ordering systems	**D**
Experience	**E/D**
• Experience of working in a professional kitchen environment	**E**
• Experience preparing and cooking meals in high volumes	**E**
• Experience maintaining high standards of food hygiene and safety compliance	**E**
• Experience within a Multi-Academy Trust or public sector environment.	**D**
• Experience of stock control and ordering	**D**
• Experience working within a school, education, or large-scale catering setting	**D**
• Experience supporting or supervising others in a kitchen setting	**D**
Personal Qualities	**E/D**
• Commitment to safeguarding and promoting the welfare of children	**E**
• Positive, proactive, and flexible approach to work	**E**
• High standards of professionalism and attention to detail	**E**
• Ability to work collaboratively with colleagues across multiple sites	**E**
• Commitment to equality, diversity, and inclusion	**E**
• Alignment with GORSE values: diligence, integrity, rectitude, and kindness	**E**
Continuous Professional Development	**E/D**
• Evidence of commitment to Continuing Professional Development	**E**
• Willingness to undertake additional training relevant to the role	**E**
Other Conditions	**E/D**
• Enhanced DBS Clearance	**E**
• Willingness to travel between sites and work occasional flexible hours	**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.

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