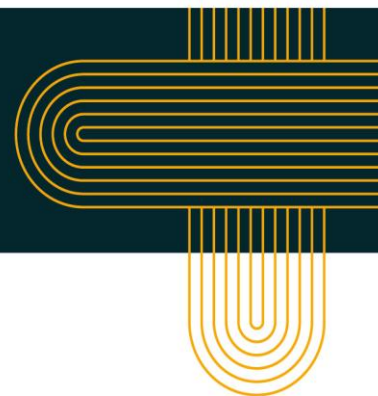




JOB DESCRIPTION

Job Title: Mobile Catering Manager, GORSE Kitchen
Grade: B1-B3 SCP 4-11
Reporting to: Trust Catering Manager
Location: Trust-wide – central team office and academy based (multi-site)

Job Purpose

To support the Trust Catering Manager in the operational leadership and management of catering services across the trust's primary academies.

The postholder will provide direct support, guidance, and line management to the Catering Manager, ensuring the delivery of high-quality, compliant, financially sustainable, and customer-focused catering provision. The Catering Manager will promote consistent standards across academies while supporting academy teams to respond effectively to local operational needs.

The role will contribute to the development of a cohesive trust-wide catering service that promotes healthy eating, maximises meal uptake, achieves value for money, and delivers an excellent customer experience for pupils, staff, and visitors.

Key Responsibilities

Leadership Support and Service Continuity

- Support service continuity across the trust by stepping into additional operational responsibilities during periods of absence, vacancy, or increased operational demand.
- Provide leadership support and operational oversight in the absence of the Trust Catering Manager and/or the other Mobile Catering Manager, ensuring effective decision making, communication, and continuity of service delivery across academies.
- Work collaboratively with the wider catering leadership team to ensure resilience, consistency, and shared accountability across the trust catering service.

Operational Leadership and Support

- Provide day-to-day operational support and leadership to the Catering Managers across allocated academies.
- Ensure catering services are delivered consistently and efficiently across all sites within the designated area.
- Support the Catering Managers in maintaining high standards of food quality, presentation, customer service, hygiene, and dining experience.
- Monitor catering operations across academies, identifying areas for improvement and supporting the implementation of agreed actions.
- Support academy catering teams during periods of operational challenge, staffing shortages, absence, or service disruption.
- Promote consistent implementation of trust catering standards, procedures, and expectations across all academies.

Line Management and Staff Development

- Line manage the Catering Managers within the designated area, including conducting supervision meetings, performance reviews, attendance management, and objective setting.
- Support the recruitment, induction, and ongoing development of catering staff.
- Coach and mentor the Catering Managers to support continuous improvement and professional development.
- Promote positive team culture, effective communication, and collaborative working across catering teams.

Food Service and Quality Development

- Support the implementation of trust-wide menus and catering initiatives.
- Work collaboratively with the Catering Managers to ensure menus meet school food standards, allergen requirements, and the needs of pupils and staff.
- Support initiatives aimed at increasing meal uptake, improving customer satisfaction, and enhancing the dining experience.
- Promote healthy eating and positive food culture across academies.

Financial Management

- Support the Catering Managers in effective budget monitoring, stock control, portion management, and minimising waste.
- Monitor food costs, sales performance, and operational efficiencies across allocated academies.
- Support the Trust Catering Manager in identifying opportunities for improved value for money and service efficiencies.
- Ensure financial procedures are followed consistently across academies.

Stakeholder Engagement and Partnership Working

- Work closely with Principals, academy leaders, and operational teams to ensure catering provision meets local needs while aligning with trust-wide standards and budgets.
- Engage effectively with pupils, staff, and other stakeholders to gather feedback and respond constructively to issues or concerns.
- Build positive and productive relationships with suppliers, contractors, and external partners to support high-quality service delivery.

Compliance, Health and Safety

- Ensure catering operations comply with food safety legislation, health and safety requirements, hygiene standards, and allergen management procedures.
- Support the Catering Managers in maintaining accurate and up-to-date HACCP documentation and food safety records.
- Monitor compliance standards across academies and support corrective actions where required.
- Work collaboratively with academy leaders and trust health and safety colleagues to ensure safe catering environments.

Stakeholder Engagement

- Develop positive working relationships with Principals, academy operational teams, and wider trust colleagues.
- Respond professionally and constructively to operational issues, concerns, and feedback.
- Build effective relationships with suppliers and contractors to support high-quality service delivery.

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.

GORSE

- 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
• Grade C or above in GCSE English and Mathematics (or equivalent).	E
• Food Safety Qualification – Level 3 (or equivalent).	E
• HACCP Qualification Level 2 or above.	E
• Supervisory Management Qualification or equivalent experience	D
• Health and Safety Qualification relevant to catering operations.	D
Knowledge and Skills	E/D
• Strong understanding of food safety legislation, health and safety requirements, and allergen management.	E
• Ability to lead, motivate and develop teams across multiple sites.	E
• Strong organisational skills with the ability to prioritise and manage competing demands.	E
• Strong interpersonal and communication skills, with the ability to build positive relationships with a wide range of stakeholders.	E
• Ability to support and challenge academy catering teams to maintain high standards	E
• Good IT skills, including the use of spreadsheets and financial systems.	E
• Ability to analyse operational and financial data to support decision making and service improvement.	E
• Ability to work flexibly and travel regularly between academy sites and spend time in kitchens.	E
• Understanding of school food standards and nutritional guidance.	E
• Knowledge of public sector or education catering environments	D
Experience	E/D
• Proven experience of managing catering operations within a multi-site or high-volume catering environment.	E
• Experience of leading and managing staff, including performance management and staff development.	E
• Experience of supporting operational improvement and maintaining consistent service standards.	E
• Experience of budget monitoring, stock control, and minimising waste.	E
• Experience of menu implementation and supporting food service development.	E
• Experience of working within the education or public sector.	D
• Experience of working within a multi-academy trust or similar organisation.	D

• Experience of supporting teams through operational change or service transition.	D
Personal Effectiveness	E/D
• Highly motivated, proactive, and solution focused.	E
• Ability to work independently while contributing effectively to a wider leadership team.	E
• Strong attention to detail with the ability to maintain high standards.	E
• Ability to remain calm under pressure and respond effectively to operational challenges.	E
• Professional, approachable, tactful and diplomatic manner.	E
• Willingness to step into additional leadership responsibilities to support service continuity during periods of absence or operational demand.	E
• Commitment to promoting a positive food culture and excellent customer experience.	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 May 2026