**The Parish of Chorley, St. Laurence**

**Kitchen Manager**

**Job Description**



**Overview**

St. Laurence’s Church is seeking someone to be Kitchen Manager, overseeing the provision of all hospitality offered to the community on weekdays which includes a weekly Open Table meal (Mondays 5pm, open to all those in need of food and/or company), our Taste Café (pay what you can) which operates Tuesday-Friday 11am-1.30pm and the Light Classics Recital teas (last Sunday of each month). These activities are supported and maintained by a very large number of volunteers (currently around 200 on the books) without whom none of the above could take place.

**Location and Hours**

Some of the work can be done remotely but the majority of it will be located at St. Laurence’s Church.

The role is initially scoped for 15 hours a week, which may be spread over 4 or 5 days and is for three-year period with the hope of continuing beyond this date subject to grant funding.

**Terms and Conditions**

The detailed terms and conditions will be contained in the post-holders Contract of Employment.

The salary will be £11.44/hour paid monthly in arrears by direct transfer. The gross annual salary will be £8923.20 This salary equates to a full-time gross annual salary of £22,308. Remuneration will be reviewed annually in January.

There will be a six-month probationary period with a three-month review point. An appraisal will take place to confirm completion of the probationary period and appraisals will take place annually thereafter. During the probationary period one week's notice of termination of employment will be required on either side; thereafter one month's notice on either side will be required.

Annual paid holiday entitlement is 28 days (pro-rata), this includes bank holidays. Leave should be arranged in advance with the Rector.

The Rector will review regularly with the post-holder duties and responsibilities and discuss development, and opportunities for training. Any overtime needs to be agreed in advance with the Rector or Churchwardens and will be paid at the hourly rate.

**Key Tasks**

1. To oversee provision for hospitality – Taste Café, Open Table \* and Light Classics \* (\*one of the volunteer team deals with the regular running of these).
2. ensure all consumables are available and give adequate notice for new stock requirements.
3. To monitor menu preferences and ensure all menu and allergy information is available and balanced across the week.
4. To check all food required is available and prepared to a consistent standard and ready to serve each day on time and appropriate food hygiene records are kept.
5. To ensure all receipts and daily records are kept up to date according to required procedures.
6. To manage the team of hospitality Leads and chair monthly meetings of the Leads
7. Oversee training of staff and ongoing training, working closely with the daily leads
8. Ensuring the site is compliant with food safety standards
9. Attend weekly admin meeting
10. Maintain food safety compliance and data requirements

**Kitchen Manager- Person Specification**

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| **Requirement** | **Essential** | **Desirable** |
| Good level of general education – GCSE at grade C or above in English and Maths or equivalent  |  | Yes |
| In sympathy with the aims, mission and values of the Church of England | Yes |  |
| Able to work as part of a team and also to work on own using own initiative and self-motivation | Yes |  |
| IT Literate, word, excel, publisher, outlook sharepoint, | Yes |  |
| Demonstrate a ‘can do’ proactive approach | Yes |  |
| Proven ability to communicate with all types of people and especially the most vulnerable in our community | Yes |  |
| Understand and recognise boundaries | Yes |  |
| Able to maintain a high degree of confidentiality and deal with sensitive information. | Yes |  |
| Demonstrate good organisational skills | Yes |  |
| Ability to prioritise and plan ahead | Yes |  |
| Hold Level 3 food hygiene certificate (or be willing to be trained to that level) | Yes |  |

**Application process:**

If you wish to apply for this post, please send your CV with a covering letter (outlining why you think you are suited to this post) and the name of two referees to **hr@stlaurencechorley.co.uk**

**Timeline:**

Closing date for applications: 5pm Friday 23rd August 2024

Interviews: Monday 2nd September 2024

Any successful appointment is subject to satisfactory references, Disclosure and Barring Service (DBS) checking and safeguarding training.