

The Parish of Chorley, St. Laurence Interim Kitchen Manager Job Description



Overview

St. Laurence's Church is seeking someone to be interim 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. These activities are supported and maintained by a very large number of volunteers (currently around 160 on the books) without whom none of the above could take place.

Location and Hours

The place of work will be St. Laurence's Church.

The role is initially scoped for 20 hours a week, which may be spread over 4 or 5 days and is for a one-year interim period as the new operating structure for Taste Café is developed over the coming months.

Terms and Conditions

The detailed terms and conditions will be contained in the post-holders Contract of Employment. The salary will be £15/hour paid monthly in arrears by direct transfer. The gross annual salary will be £15,600. This salary equates to a full-time gross annual salary of £29,250. 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 monitor menu preferences and ensure all menu and allergy info is available and balanced across the week
2. Check all food required is available and prepared to a consistent standard and ready to serve each day.
3. Ensure all receipts and daily records are kept up to date according to required procedures
4. Oversee the team of hospitality leads and chair monthly meetings of the Leads Hospitality Group
5. Oversee training of staff and ongoing training, working closely with daily leads and the Volunteer Coordinator/Volunteer Support
6. Ensure the site is compliant with food safety standards and data requirements
7. Attend weekly admin meeting (Thursday 9.45-11)
8. Work closely with volunteer team and admin team.
9. Be responsible for contributing towards a safe, secure and healthy working environment
10. Keep records of all costs and donations/income received.
11. Attend monthly Ops meetings to review hospitality needs for coming month

Kitchen Manager- Person Specification

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 use the application form [here](#) and send this to **hr@stlaurencechorley.co.uk**

Timeline:

Advertising: Monday 13th July 2026

Closing date for applications: 5pm Friday 24th July 2026

Shortlisting: Monday 27th July 2026

Interviews: Monday 3rd August 2026

Start Date: as soon as possible (ideally 1st September subject to the successful candidate's availability)

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