

Interim Kitchen Manager

St. Laurence's Church is seeking an interim Kitchen Manager, to oversee the provision of all hospitality offered to the community on weekdays including a weekly Open Table meal (Mondays 5pm), and our Taste Café (Tuesday-Friday 11am-1.30pm), supported by our wonderful team of volunteers.

Location: St Laurence's Church, Union Street, Chorley, Lancashire, PR7 1EB

Pay: £15 per hour

Hours: 20 per week over 4/5 days

Duration of contract: 12 months

Benefits: Free on-site parking

Key Responsibilities

The role will involve monitoring menu preferences and ensuring all menu and allergy info is available and balanced across the week, checking all food required is available and prepared to a consistent standard and ready to serve each day.

Ensuring the site is compliant with food safety standards and data requirements and being responsible for contributing towards a safe, secure and healthy working environment

Ensuring all receipts/records are kept up to date according to required procedures and keeping records of all costs and donations/income received

Overseeing the team of hospitality leads and chair monthly meetings of the Leads Hospitality Group and attending monthly Ops meetings to review hospitality needs for coming month.

Overseeing training of staff and ongoing training, working closely with daily leads and the Volunteer Coordinator/Volunteer Support.

Working closely with volunteer team and admin team and attending the weekly admin meeting.

Person specification

The successful candidate will be able to work as part of a team and independently, using their own initiative and self-motivation with a 'can do' positive approach.

They will have excellent organisational skills, with the ability to prioritise and plan ahead. They will be able to communicate with all types of people and especially the most vulnerable in our community, understanding and recognising boundaries and be able to maintain a high degree of confidentiality and deal with sensitive information.

They will hold a Level 3 food hygiene certificate (or be willing to be trained to that level) and Grade C or above in GCSE Maths and English and be IT literate.

All tasks will be conducted in sympathy with the aims, mission and values of the Church of England.

Application Process

To meet the safer recruitment requirements of the Church of England, applications must be submitted using the form which can be accessed here:

<https://forms.cloud.microsoft/pages/responsepage.aspx?id=vk9Ef483vkSfncqkla-X7OUNpYkYlg9CpgrOt8u-NY1UNUhKTTlPNIU2M0o1T0FNQk1aUDNGUDU0Ry4u&route=shorturl>

We regret that CVs with covering letters will not be considered.

Privacy notice:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fstlaurencechorley.co.uk%2FPublisher%2FFile.aspx%3FID%3D403340&wdOrigin=BROWSELINK>

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

Interviews: Monday 3rd August 2026

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

Should you require any further information, please email hr@stlaurencechorley.co.uk