



GORSLEY
— BAPTIST CHURCH —

Lead Cook Job Description

Job title: Lead Cook

Hours: 30 hours per week (Tuesday – Saturday)

Salary: £13.25 to £13.50ph (dependent on training and experience)

Who we are:

We are a rural church located in the heart of the community. At Gorsley Baptist Church (GBC) one of our ministry areas is the Orchard Coffee House, the team this role sits within.

Part of our facilities includes a large hall for groups to hire, and a large outside sports field, and play area just outside the coffee house. Both areas have opportunity for those using the spaces to come into the coffee house to purchase, drinks, cake, or meals.

As an employee of GBC you will get 5 weeks annual leave plus bank holidays (pro rata), training and development, enhanced sick pay, discount at the coffee house, access to free parking, electric charging points, close connection to M50, and local bus routes.

Overall Purpose of the role:

The Lead Cook is responsible for planning, preparing and serving high-quality meals and baking in a safe, welcoming and well-organised kitchen environment. As such this role combines savoury meal preparation with daily baking duties. Leading day-to-day food and cake preparation, supervise kitchen assistants, and maintain excellent food hygiene standards. They will help ensure that meals are nutritious, cost-effective and appropriate for the needs of the customers. Communicating well with other team members, and working as part of a team is essential to this role.

Line manager: Orchard Coffee House Manager.

Working with:

- Kitchen team
- Front of House team
- Volunteers
- Church catering volunteer team
- GBC Leadership Team

Key Responsibilities:

- Plan seasonal menus that are nutritious, balanced, appealing, cost effective and suitable for the coffee house setting.
- Prepare, cook and serve meals to a consistently high standard, taking account of dietary needs, allergies, portion control and available resources.

- Lead the kitchen during lunch service, allocating tasks clearly and supporting the kitchen assistant to work safely and effectively.
- Maintain a clean, tidy and safe kitchen, ensuring all food preparation, storage, cooking and serving areas meet food hygiene requirements.
- Follow and maintain food safety procedures, including temperature checks, labelling, stock rotation, cleaning schedules and allergen controls.
- Monitor food stock, identify ordering needs, reduce waste and make the best use of seasonal or budget-conscious ingredients where appropriate.
- Ensure kitchen equipment is used safely and report faults, hazards or maintenance needs promptly.
- Support a positive, respectful and welcoming environment for staff, volunteers, and members of the wider community.
- Keep accurate records as required, including food safety and allergens records, cleaning logs and stock records.
- Work collaboratively with the wider team to support events, community meals or special catering activities as required.

Skills and experience:

Essential:

- Experience of cooking for groups, community meals, hospitality, catering in a similar kitchen environment.
- Excellent knowledge of food hygiene, safe food handling, allergen awareness and safe kitchen practice.
- Level 2 Food Safety training
- Ability to plan menus, organise workload and work calmly in a busy kitchen.
- Ability to lead the kitchen team, encourage and support team members with patience and clarity.
- Good communication skills and a friendly, respectful approach to people from a wide range of backgrounds.
- An eye for detail and focused on delivering delicious and nutritious bakes and food to our customers.
- Reliable, punctual and able to work flexibly when required.
- Willingness to work within the values and ethos of the organisation.

Desirable:

- Level 3 Food Safety, or willingness to complete upon appointment.
- Experience of working with volunteers, community groups, churches, charities.
- Experience of budgeting, stock control, menu planning or cooking with donated food.
- First aid training, safeguarding awareness or health and safety training.

This post is subject to references prior to official offer being made.

NOTES: This job description does not form part of the contract of employment. A comprehensive contract of employment will be issued to the successful applicant, and staff handbook.