RUNSHAW COLLEGE

A GREAT PLACE TO WORK

APPOINTMENT OF CHEF – REF 261128

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the learner at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships. Please see the Strategic Plan on the college website, for full details of our vision and objectives.



We operate a variety of catering and retail outlets spread across the campus, with a turnover of around £1.5m serving students, staff and visitors to the College.

You will work in a team of over 40 catering and retail staff providing what we believe is the best catering and retail services in our sector, within the northwest of England.

At Runshaw Dining you would be part of a friendly, happy, forward planning team who work together to deliver an excellent service and delight our customers.

RESPECT

DEDICATION

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.

Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements to the Quality of Education across all provision types, and are proud of the exceptional student experience we provide. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of what we came up with together: Dedication, Fulfilment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Colin Burrow
Head of Catering & Retail
Burrow.c@runshaw.ac.uk

RUNSHAW COLLEGE

JOB DESCRIPTION

JOB TITLE :	Chef
REF :	261128
UPDATED :	October 2026
ACCOUNTABLE TO :	Supervisor
ACCOUNTABLE FOR :	Providing students, staff and visitors with high-quality food services, whilst delivering exceptional customer satisfaction and maintaining high standards of hygiene.

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

	KEY RESPONSIBILITIES
Role Specific - **Food Preparation**	• Lead day-to-day food production in your units, working alongside the Catering Assistants and supporting the Chef Team Leader. • Lead by example, helping the Catering Assistants maintain high standards of hygiene and efficiency. • Help shape menus with the Chef Team Leader, combining fresh ideas and customer favourites to make healthy food enjoyable. • Support colleagues in other units when needed, as directed by your supervisor. • Prepare food within budget, meeting margin targets and following portion control guidelines. • Deputise for the Chef Team Leader when required. • Manage stock using the documented stock and ordering system, including ordering, putting deliveries away, rotating stock and minimising waste. • Prepare, cook and reheat food correctly, including chopping, slicing and measuring ingredients. • Work safely and efficiently. ▪ Present food attractively, maintaining high standards of quality and hygiene.

	KEY RESPONSIBILITIES
- **Food Service**	▪ Adhere to portion control guidelines. ▪ Minimise food waste, dispose of it appropriately and record any food discarded. ▪ Maintain consistency in food quality across the service time. ▪ Operate the till, taking and recording payments accurately. ▪ To work on industrial fryers and ovens.
- **Food Safety, Hygiene and Cleanliness**	▪ Follow food safety and hygiene procedures, including handwashing, temperature control and food storage, and complete all required due diligence records. ▪ Use cleaning equipment and chemicals safely to clean assigned areas to a high standard, following COSHH requirements and training. ▪ Maintain excellent cleanliness and hygiene standards in the kitchen and dining areas. ▪ Following our procedures for food allergies accurately. ▪ Clean and sanitise kitchen equipment, dishes, utensils, and food preparation areas to a high standard. ▪ Maximise opportunities for recycling and contribute towards the continued improvement of the sustainability agenda for Runshaw Dining. ▪ Maintain high standards of personal appearance and hygiene, wearing the Runshaw Dining uniform correctly.
- **Customer Service**	▪ Be empathetic and understanding of customer needs and preferences. ▪ Provide excellent customer service by having an in-depth knowledge of the menu, including ingredients, preparation methods, and special dietary options to make recommendations and respond to customer questions accurately. ▪ Create a welcoming and enjoyable dining experience by being professional, positive and friendly. ▪ Contribute to the improvement of customer satisfaction targets.

	KEY RESPONSIBILITIES
	▪ Be culturally sensitive and respectful of different customs and traditions, especially regarding food choices and dietary restrictions ▪ Address any concerns or complaints from customers professionally and promptly, involving your supervisor when necessary.
- **Teamwork**	▪ Work cooperatively and enthusiastically with other catering and retail staff, chefs, and supervisors to ensure a smooth and coordinated service. ▪ Good timekeeping and teamwork, delivering an efficient service to customers. ▪ Be a team player, supporting colleagues and adopting a multi-skilled approach in all areas.
- **Retail Sales**	▪ Maximise opportunities, using suggestive selling where appropriate to sell additional items or upgrades to enhance the customer's experience, to increase sales and customer satisfaction. ▪ Contribute to meeting sales targets, optimising sales and customer service skills. ▪ Make sure counters are fully stocked, products front facing and looking attractive to the eye. ▪ Maximisie hotspots by the tills, thinking carefully how we merchandise the stock in the various locations.
- **General**	▪ Use stock rotation techniques to ensure that items with a limited shelf life are used in date order to minimise spoilage and waste. ▪ Lift and move stock and equipment, adopting safe practices and manual handling techniques.
Professional Practice	▪ Proactively participate in appraisal and continuing professional development (CPD) activities as required. ▪ Reflect on, and evaluate the impact of continuing professional development activities on your practice ▪ Share and update your knowledge with colleagues and, where appropriate, other networks, research communities etc to support improvement.

	KEY RESPONSIBILITIES
College Responsibilities	▪ Support the college's mission, vision, values and strategic objectives, acting as a role model for learners. ▪ Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times. ▪ Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice. ▪ Value and champion diversity, equality of opportunity, inclusion and social equity. ▪ Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners. ▪ Work within health and safety guidelines and be aware of your responsibilities for health and safety. ▪ Adhere to all college policies and procedures, including data protection. ▪ Along with all members of college staff, manage the behaviour of learners. ▪ Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults. ▪ Embrace our values of respect, fulfilment, dedication and excellence and demonstrate these in day-to-day behaviours. ▪ Support our sustainability strategy to reduce our environmental footprint. ▪ Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work. ▪ Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area.

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PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level.	Desirable	Application form
Catering qualifications	Desirable	Application form
Basic Food Handlers Certificate or willingness to achieve within an agreed timescale	Essential	Application form
Evidence of strong Continuing Professional Development	Desirable	Application form, Interview
EXPERIENCE, KNOWLEDGE AND SKILLS		
Catering experience	Essential	Application form, Interview
Experience of or ability to relate to young people and interact with them appropriately	Essential	Application form, Interview
Experience of a barista coffee machine or willingness to train	Desirable	Application form
Basic IT Skills or willingness to train	Essential	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Align to Runshaw College values of Excellence, Fulfilment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Be a team player	Essential	Interview
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, task
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Application form, Interview
Have high standards and be conscientious	Essential	Interview



Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks

RUNSHAW COLLEGE



SUMMARY OF MAIN TERMS AND CONDITIONS	
SALARY	Up to £15,289 p.a. (FTE £27,519 p.a.) In addition, Runshaw College will contribute up to £1,054 p.a. (FTE £1,899 p.a.) in employer pension contributions
WORKING HOURS	25 hours per week, working 8.30 am – 2.00 pm, 39 weeks during term time
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
HOLIDAYS	- 20 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) - 8 Bank and Public Holidays - 4 extra Statutory Holidays - 3 closure days, should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time.
LOCATION	On campus, Langdale Road, Leyland. PR25 3DQ.
SAFEGUARDING	The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.

CLOSING DATE	12 noon, Thursday 19th November 2026
INTERVIEW DATE	TBC
JOB PACK APPROVED BY Colin Burrow	November 2026



RUNSHAW COLLEGE

Just some of the **Benefits** of working for us



We aim to be a truly great place to work, offering an excellent reward and benefits package, along with extensive opportunities for ongoing professional development.

Financial

Occupational Sick Pay:
- Up to 26 weeks on full pay and 26 weeks on half pay, depending on length of service.



Pensions:
- Career average defined pension scheme:
  - Local Government Pension with up to 6.90% employer contribution.
  - Teachers' Pension Scheme with up to 28.68% employer contribution.
- Tax relief on the contributions paid.
- Ill-health retirement options.
- Financial security with immediate life cover and dependant benefits in the event of death in service.
- Option to pay more or less contributions.
- Flexible retirement options: choose when to take your pension between age 55 and 75 years.

www.yourpensionservice.org.uk
www.teacherspensions.co.uk

Professional Development



- A structured induction programme.
- A comprehensive professional development programme including internal and external events.
- Annual £100 training allowance for a Runshaw course (in addition to work-related training).
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.

Rewards and Perks

- Discounts and cashback at major retailers, entertainment, travel, leisure, and dining.
- Free Microsoft Office license and anitvirus for work and personal devices.
- Staff social events and team building.

Recognition and Celebrations

- Team Excellence Award to recognise outstanding staff contibutions.
- Opportunity to participate in and celebrate a range of religious festivals and events.

Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus annual cost of living increases (this is considered on an annual basis).

Work Life Balance

Annual Leave:
- Teaching staff: 50 days
  Management: 35 days
  Support: up to 25 days (pro-rata)
- Plus 8 bank holidays and 5+ days Christmas closure.
- Option to buy up to 10 extra unpaid days through 'HolidayPlus Scheme'.

Family Friendly:
- Flexible working options, Special Leave & Career Break policies.
- Enhanced occupational maternity, adoption and paternity pay.
- A 'Happy to Talk Flexible Working' employer.
- 35% discount off on-site FUNDA children's holiday club.

On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Contemplation and Faith facilities.
- Beautiful woodland campus.

Health & Wellbeing

Counselling Service:
- Free, confidential 24/7 telephone counselling, plus face-to-face counselling and supervision.

Employee Assistance Programme:
- Support for personal and work issues, including expert advice on debt, health and legal matters.
- Free wellbeing webinars & online resources.

Health:
- Access to a 24/7, 365 days-a-year GP consultation service for staff and immediate family.
- Cycle to Work Scheme which promotes cycling through tax incentives, providing great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccinations
- Access to BHSF Cash Plan, claiming reimbursement for everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening and support including podiatry, physiotherapy, hearing tests and health checks.
- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Reimbursement for regular eye tests and a contribution towards spectacles for staff identified as DSE users.

Forces Families Jobs

disability confident EMPLOYER

MINDFUL EMPLOYER