



The Bishop's Palace  
WELLS · SOMERSET

## Job Description

<b>Title</b>	<b>Chef de Partie</b>
<b>Hours</b>	37 hours per week. March till October
<b>Working Pattern</b>	9am – 5pm, 5 days a week, including weekends, Bank Holidays and some evenings
<b>Report to</b>	Chef Manager
<b>About the Bishop's Palace</b>	<p>The site and buildings of The Bishop's Palace and Gardens is owned by the Church Commissioners and managed by The Palace Trust. As a charitable organisation our mission is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.</p> <p>The Bishop Table Café serves delicious locally-sourced homemade food with an ethos of supporting local suppliers and using local produce. It provides daily catering services to visitors, regular customers, staff and offers catering for private events.</p>
<b>Purpose of role</b>	To assist the Chef Manager in the daily operation of The Bishop's Table and function kitchen.
<b>Mission, Vision and Values</b>	<p>As a charitable organisation our aim is to protect The Bishop's Palace by ensuring financial stability through engaging a wide range of people for their enjoyment and learning.</p> <p><b>Our Vision</b> The Bishop's Palace - protected forever; treasured by all.</p> <p><b>Our Mission</b> To conserve The Bishop's Palace for future generations; welcoming all who seek a place of beauty, reflection and enjoyment.</p> <p><b>What we value</b></p> <ul style="list-style-type: none"><li>• Our unique site and heritage</li><li>• Our local community, supporters and visitors</li><li>• The spiritual nature of the site</li><li>• Our relationship with the Bishop and his ministry</li><li>• Our warm, hospitable and engaging welcome</li><li>• The quality of our offer</li><li>• Our staff and volunteers</li><li>• Our environmental impact</li></ul>
<b>Key tasks – what the Palace Trust expects</b>	<ul style="list-style-type: none"><li>• Work with the Chef Manager and kitchen team to provide a high quality of catering on a daily basis.</li><li>• Ensure all hygiene, health and food safety standards are adhered to, and show understanding of food allergens.</li><li>• Participate as a key member of the kitchen team, demonstrating a passion for cooking.</li><li>• Ensure good communication and team working amongst kitchen and front of house staff.</li></ul>



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	<ul style="list-style-type: none"><li>• Offer creative input into menu planning and daily specials, as directed by the Chef Manager.</li><li>• Cater for events and functions as required.</li><li>• Assist in all necessary kitchen duties including cleaning and washing up.</li><li>• Assist with ordering and storing stock, rotating supplies, and ensuring minimum wastage.</li><li>• Carry out other duties as may be necessary for the proper execution of the post.</li></ul>
<b><i>What you can expect from The Palace Trust</i></b>	<ul style="list-style-type: none"><li>• Training and development to undertake the role</li><li>• Support from The Palace Trust's staff team</li><li>• The option to enrol onto our pension scheme</li><li>• 25 days annual leave per year (pro rata) + Bank Holidays</li><li>• 10% discount in the Palace shop</li><li>• 10 half-price tickets for friends and family each year</li></ul>
<b><i>Key internal contacts</i></b>	<ul style="list-style-type: none"><li>• Chef Manager</li><li>• Sous Chef</li><li>• Café and Function Manager</li><li>• Café and Function Assistants</li><li>• The Chief Executive</li><li>• Operations Manager</li><li>• Visitor Experience Manager</li></ul>

## Person Specification



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	Essential	Desirable
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• City &amp; Guild 7061/7062 or NVQ Level 2 &amp; 3</li> <li>• Level 2 Food hygiene certificate</li> <li>• Previous experience of working in busy catering environment and producing food to order</li> <li>• Experience of maintaining a safe and hygienic kitchen environment and of carrying out compliance</li> <li>• Excellent knowledge of food hygiene and food safety</li> <li>• Knowledge of stock control</li> <li>• Knowledge of Health &amp; Safety law and regulations with experience of implementing and monitoring safe working practices</li> </ul>	<ul style="list-style-type: none"> <li>• Trained in first aid</li> <li>• Experience of staff supervision</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to work as part of a team and use own initiative</li> <li>• Ability to respond well to pressure</li> </ul>	<ul style="list-style-type: none"> <li>• A flair with ingredients</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Flexibility in relation to duties and working hours that will include evenings, weekends and bank holidays</li> <li>• Able and willing to undertake the role of first aider</li> <li>• Willingness to support staff members and to be flexible in the tasks that are undertaken</li> <li>• Organised and methodical</li> <li>• Ability to multitask</li> <li>• Punctuality</li> </ul>	

### How to Apply

Please visit [www.bishopspalace.org.uk/job-vacancies](http://www.bishopspalace.org.uk/job-vacancies) to download an application form. Please send completed application forms to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org) or post to: Human Resources, The Old Deanery, St Andrews Street, Wells, Somerset, BA5 2UG by 17 April 2018 by 12noon.

For informal enquiries please contact Nick Hampson on 01749 988111 Ext 206 or Maria Webber on 01749 685113.